

Dear Artists / Organizations,

The criteria for the PNW BOCES Arts-in-Education service reference the following arts areas from which school districts may select: Music, Writing, Drama, Dance, and Visual and Media Arts. We invite you to join or update programs on our online resource directory when it is determined that your program satisfactorily meets the guidelines set forth in the Learning Standards for the Arts. For further information on eligibility requirements, click to open the link to the [Learning Standards of the Arts](#).

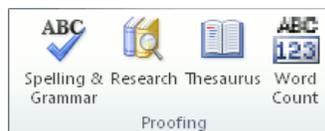
There is no fee to join our service. To join or update your information for the new school year, click to open this link to the [PNW BOCES Arts in Education Website Homepage](#)

TO JOIN:

Enter all your information, select **JOIN** to open a page asking whether you would like to enter another program. You may have to log back in but there is no limit to the amount of art programs to enter.

TO ENTER OR UPDATE INFORMATION ON THE WEBSITE: Logon with your username and password. There is a link available if you forget your username or password or contact me. Insert all required information. Check the [Arts Standards](#) your program supports, TRS Status. You cannot have direct contact with students, unless you obtain fingerprints and clearance with the NYS Department of Education. For more information and instructions on fingerprinting, click to open [NYS FINGERPRINTING](#) to visit the NY State Dept. of Education website.

TIP: Do not use a dollar sign \$ in the fee field. Keep your description under 1000 characters. This includes letters, punctuation marks, spaces & lines. The Word Count dialog box in Microsoft Word displays the number of characters including spaces in a document. Type your description in a Word Doc, and then on the Review tab, in the Proofing group, click "Word Count". If your description is fewer than 1000 characters, highlight your description then copy (CTL-C) and paste (CTL-V) your description on the Website.



Art programs are then approved and available for viewing. Update your information at any time, but changes on an approved program may need approval. All programs remain listed unless you request to have them removed.

View the "Multi-media Program Catalog" with video previews of artists in action. If you would like to add or remove programs, email the title and link to a brief video clip.

For further assistance or if you require additional website support, do not hesitate to contact me.

7/2017