Dear Artist / Organization

The criteria for the PNW BOCES Arts-in-Education service reference the following arts standards: Dance, Music, Theatre, Visual Arts and Media Arts. If your program satisfactorily meets these guidelines, we invite you to join our online resource directory. For further information on eligibility requirements, go to the NYS Learning Standards of the Arts.

There is no fee to join our service. To join or update your listing, open this link to the PNW BOCES Arts-in-Education Website Homepage and follow the instructions below.

**To Join:**
Select JOIN NOW and complete the Artist Program page. Enter your name or company name as it appears on your W-9. Establish a username, password, and then enter your program and JOIN NOW. There is no limit to the amount of art programs to enter.

**To Update Your Program:** Logon with your username and password. There is a link available if you forget your username or password or contact me. Review all required information and the Arts Standards your program supports. Be sure your contacts are up-to-date. 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.

**Note:** If you will have direct contact with students, fingerprinting is required by the NYS Department of Education. To schedule your appointment, open this link to NYS Department of Ed Fingerprint and follow the instructions as an applicant for employment. Schedule your appointment to have this done at least four weeks before the start date of your program.

**Keep your description under 1000 characters.** This includes letters, punctuation marks, spaces & lines. **HINT:** 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.

View the “Multi-media Program Catalog” on the website with video previews of artists in action. If you would like to add a small video clip, send me an email with the title and link.

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

7/2019