

# TENNESSEE HOSA STATE LEADERSHIP CONFERENCE



## CHATTANOOGA CONVENTION CENTER CHATTANOOGA, TN

REGISTRATION OPENS  
February 7, 2019

REGISTRATION DEADLINE  
February 18, 2018

**PAYMENT DEADLINE**  
March 10, 2019

## REGISTRATION FEES

TYPE	REGISTRATION
Advisor	\$80
Chaperone	\$70
Guest/Family	\$70
State Officer	\$0
Student	\$80
Children 0-4 years	\$0
Children 4 years and up	\$70

For insurance reasons, Tennessee HOSA requires that all those in attendance MUST be officially registered for the conference in order to attend.

Registration fee includes admission to all sessions, social activities, conference t-shirt, conference materials, and space.

## IMPORTANT DEADLINES & INSTRUCTIONS

- Registration Fees must be received by the CTE Specialist for HOSA on or before March 10, 2019. Payments will not be accepted onsite.
- A copy of your invoice must be attached to all payments in order for payments to be processed, and "HOSA – 5000" must appear in the memo line of the check.
- State Officer Candidate & Scholarship Applications must be received by the State Advisor on or before December 31, 2018.
- Recognition Events must be received on or before February 28, 2019.
- HOSA Happenings Entries are due on March 25, 2019 upon arrival at conference. Do not mail. All entries will be turned in onsite during registration.

Mailpayments, State Office Candidate applications, and Scholarship applications to:

Pamela Sieffert  
Tennessee HOSA  
11th Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243

## FURTHER NOTES

- No payments will be accepted onsite.
- All advisors are responsible for maintaining a [Tennessee HOSA Release Form](#) for each student in their chapter.
- Eligible students should bring completed Student Eligibility Form (found in event guidelines) to their event orientation. ELIGIBLE STUDENTS MUST BE CLASSIFIED UNDER THE PROVISION OF THE INDIVIDUALS WITH DISABILITIES ACT AMENDMENTS OF 1997 PUBLIC LAW 105-17 (DOES NOT INCLUDE GIFTED STUDENTS).

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## STATE OFFICER CANDIDATES

- Select the “State Officer Candidate” option during registration for students running for office. Students must be registered for the State Officer Candidate Test by the regional conference deadline.
- Applicants must score a minimum of 80% on the State Officer Candidate Test at their respective Regional Conference in order to advance to the interview stage of the application process (onsite at SLC). All candidates will be contacted regarding their applicant status by Feb. 15.
- Those who qualify for an interview will be required to attend an informational meeting and workshop held on March 24, 2019, before the start of the State Leadership Conference. Candidates must be present for the meeting and session rehearsal that evening, but they are not required to stay onsite that night. Details will be sent to applicants who qualify for the interview.

## COURTESY CORPS

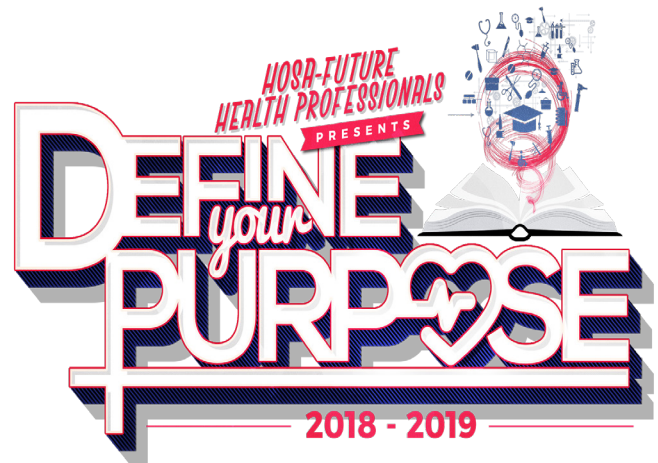
- Each school may register up to three students to serve as members of the courtesy corps. Those schools registering more than three will be contacted and required to adjust their registration.
- In order to serve in the courtesy corps, a student must be properly registered on the final conference registration invoice.
- Dress code for these students is a blue or black suit or official HOSA attire.

## DRESS CODE

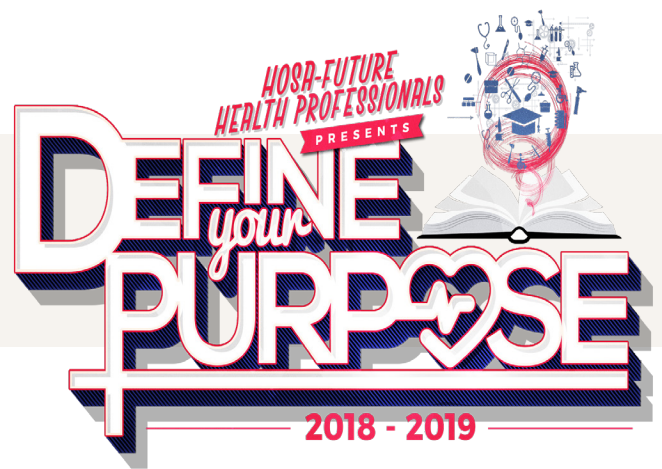
- HOSA Dress Code will be strictly enforced at the HOSA State Leadership Conference. Adult dress code is business casual (minimum).
- Students must adhere to the General Sessions Dress Code in order to be allowed to enter the General Sessions. Please note that this may differ from the dress code required for some of the competitive events (i.e. some event guidelines may require that a student wear scrubs for their event, but they will be required to be in either the official HOSA uniform or a black suit in order to enter the Opening Session or Awards Session).

## FUN NIGHT

- Detailed information regarding the 2019 Tennessee HOSA SLC Fun Night activity will be sent to advisors once all plans have been finalized.
- Dress code for this event will be the official 2087 Tennessee HOSA State Leadership Conference t-shirt and jeans. This applies to all adults and students.



# TENNESSEE HOSA STATE LEADERSHIP CONFERENCE



## REGISTRATION ADVISOR CHECKLIST

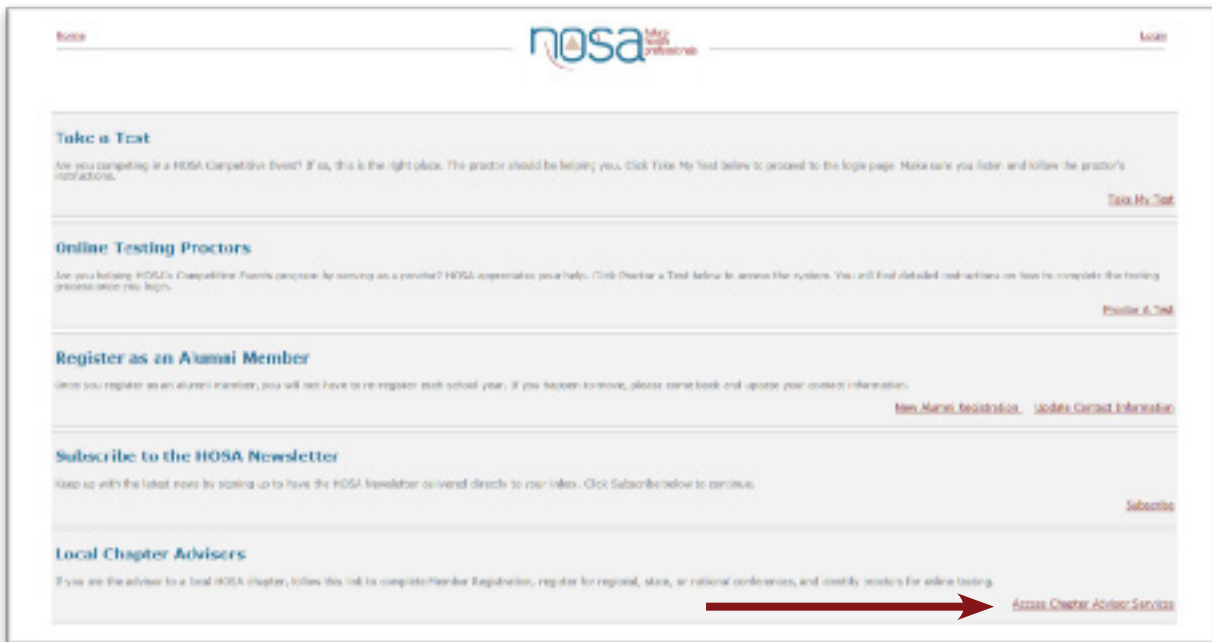
- Refer to the list of events that will be held at the HOSA State Leadership Conference. Note that several events are “state only” and are not held at the regional conferences.
- Determine which students qualify to attend the SLC. Only the students finishing in the top five in their event are eligible to advance to the state level.
- Provide your students with all necessary conference information (including cost) and set a deadline for students to commit to attending.
- Select students who will serve as a voting delegate or courtesy corps (optional).
- Locate your charter number and password to access conference registration.
- Log in to the conference registration system advisors, chaperones, and guests who will be representing your school.
- Check to ensure that you have correctly selected the following items for each attendee:
  - Competitive event/activity (courtesy corps, state officer candidate, voting delegate, etc.)
  - T-shirt size (required part of dress code for Fun Night activity)
- Print a copy of your chapter’s registration invoice. Have each registered student/advisor check to ensure that they are properly registered for the correct event/activity and that their t-shirt size is correct. It is recommended that you have them initial beside their name to indicate that they are registered correctly.
- Carefully review your registration and make any necessary additions or corrections on or before the registration deadline of February 18, 2019.
- Finalize your registration and print a copy of your invoice.
- Mail your payment and a copy of your invoice, Note: “HOSA – 5000” must appear in the memo line of the check. The mailing address can be found on page 6.
- Advisors must have all completed Tennessee HOSA Release Forms in their possession while at SLC.
- Make hotel reservations for your chapter.

# TENNESSEE HOSA CONFERENCE REGISTRATION INSTRUCTIONS

1. Go to [HOSA.org](http://HOSA.org) and click "Login" in the upper right.



2. Click "Access Chapter Advisor Services."



3. Enter your charter number and password and click "Login."

Local Chapter Advisors

Charter:  Password:

Take a Test

The test proctor will either enter your access ID and password for you or will provide both to you for you to enter. The ID and password are case sensitive and consist of the letters A-F and digits 0-9. If you have any trouble typing it, ask the proctor for assistance.

ID:  Password:

Online Testing Proctors

You should have received an e-mail including both a direct link to the proctor page and security credentials in case you do not have e-mail access on the computer available while you are proctoring the test. Enter those credentials below to access the system. Usernames and passwords are both case sensitive. The password consists of the letters A-F and the digits 0-9.

Username:  Password:

Update Alumni Registration

Please note you use the e-mail address you provided during registration.

Email Address:  Password:

4. Select "Conference Registration" from the Conference Registration menu.

Main Menu Logoff

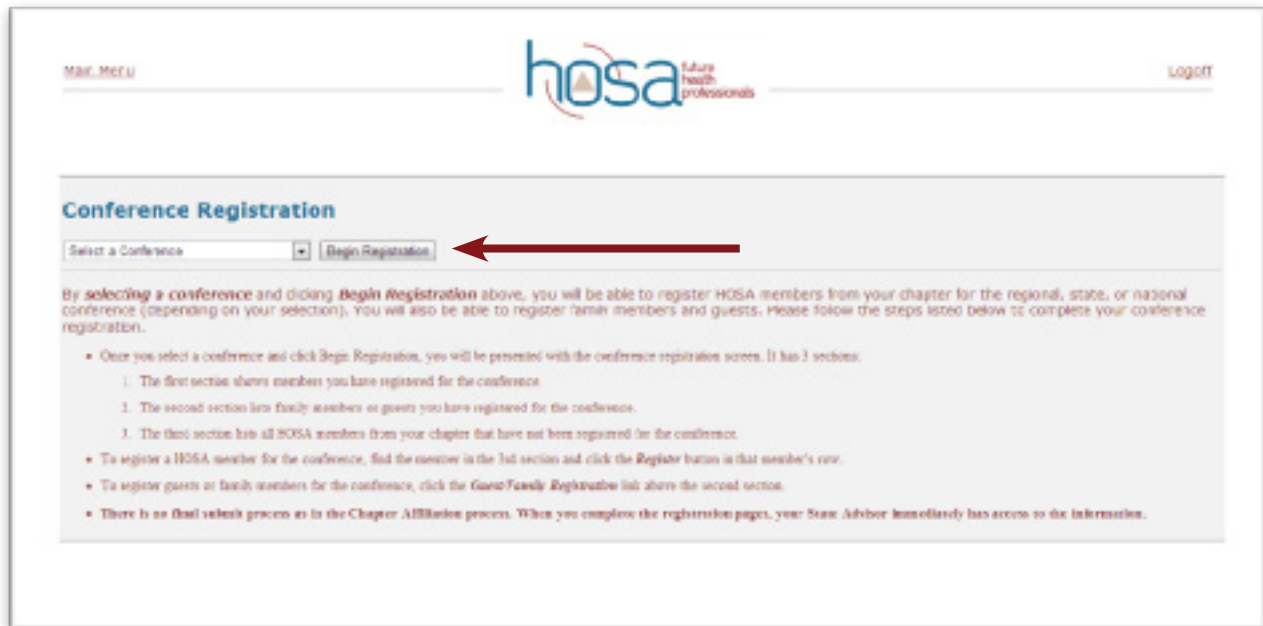
Chapter Affiliation

- [Read the Chapter Affiliation Instructions](#)
- [Complete the Affiliation Application](#)
- [View and Print an Affiliation Account Statement \(PDF\)](#)
- [View and Print a Membership Directory \(PDF\)](#)
- [Export Chapter Data](#)

Conference Registration

- [Conference Registration](#)
- [Identify Proctors for Online Testing](#)

5. Read the instructions on the screen then select a conference to begin the registration process.



MBC, MCLU

hosa future health professionals

Logout

### Conference Registration

Select a Conference

By **selecting a conference** and clicking **Begin Registration** above, you will be able to register HOSA members from your chapter for the regional, state, or national conference (depending on your selection). You will also be able to register family members and guests. Please follow the steps listed below to complete your conference registration.

- Once you select a conference and click **Begin Registration**, you will be presented with the conference registration screen. It has 3 sections:
  1. The first section shows members you have registered for the conference.
  2. The second section lists family members or guests you have registered for the conference.
  3. The third section lists all HOSA members from your chapter that have not been registered for the conference.
- To register a HOSA member for the conference, find the member in the 3rd section and click the **Register** button in that member's row.
- To register guests or family members for the conference, click the **Guest/Family Registration** link above the second section.
- There is an **final select** process as in the **Chapter Affiliation** process. When you complete the registration pages, your **State Advisor** immediately has access to the information.



6. Each affiliated member of your chapter will appear at the bottom of your screen. To add a student or advisor to the conference registration, click on "Register" beside the appropriate name. Once you have added an affiliated member, they will appear at the top of the screen under "Conference Registration-Members."
7. To add a family member or other guest, click on "Register Family/Guest/Other."
8. Carefully select the following required items for each person registered (if applicable):
  - Gender
  - Type
  - T-Shirt Size
  - Fun Night Time Slot
  - Competitive Event (Students only)
  - Courtesy Corps
  - Voting Delegates
  - Chapter President (One per Chapter)
  - State Officer Candidate
  - Cell Phone Number (Advisors only)
  - Email Address (All advisors attending)
9. Indicate the appropriate team number for competitive events.
  - REGIONAL CONFERENCE - Enter "1" for each team member for each team event.
  - STATE AND NATIONAL CONFERENCES - Enter the number that corresponds with the team's placement at the Regional Conference (i.e. if your Forensic Medicine team placed third at Regional Conference, then you would enter "3" as the team number for both students).
10. After completing your chapter's registration, print a copy of the "Invoice/Registration Report."
11. Carefully review the registration report for errors. It is recommended you have your students check to ensure that they are registered, the correct events are selected, and that their names are spelled correctly. Make any necessary changes and corrections.
12. Your invoice will open as a PDF document. You must have Adobe Reader (free) installed on your computer in order to view a PDF document.
13. Print a copy of your registration invoice.
14. Have each of your students (who are attending the conference) check to ensure that their name appears correctly on the invoice, and their competitive event, t-shirt size, etc. are correct.
  - If a student's parent or family member is attending as a guest, then the student should also verify the same information for those individuals.
  - It is recommended that you have the student initial next to their name on the invoice in order to ensure that all students have validated their registration.
15. Log back in to the Conference Registration System and make any necessary additions or corrections.
16. Print an updated copy of your invoice, and have any necessary students/adults validate the corrections.
17. Once your chapter's conference registration is correct and validated, print two final copies: one for your records and one to submit to your school bookkeeper with a purchase order requesting payment. All conference and event registration fees should be sent directly to:

Pamela Sieffert  
 Tennessee HOSA  
 11th Floor, Andrew Johnson Tower  
 710 James Robertson Parkway  
 Nashville, TN 37243

Note: The correct accounting code for the conference/event (page 5) must appear in the memo line of the check.

18. Carefully review the required HOSA Dress Code for each of the competitive events, general sessions, Fun Night, etc. and share this information with your students, chaperones, and guests. This will ensure that all attendees are allowed to compete and participate in all conference-related activities and events.

# STATE LEADERSHIP CONFERENCE REGISTRATION TIMELINE

ONE WEEK — TWO WEEKS — THREE WEEKS

- Deadline for students to commit to attending conference.
  - Compile a master list of attendees and registration information.
  - Verify that all students are affiliated members of your chapter.
  - Book hotel rooms (if applicable).
- Input all attendees into Conference Registration System.
  - Require all attendees to verify that that all information is correct.
  - Make any necessary corrections to registration.
  - Collect all conference registration fees.
  -
- Provide students with required forms for upcoming conference.
  - Review conference registration and update if necessary.
  - Print a copy of your registration invoice and request payment.
  - Update hotel reservations and arrange payment.