

TENNESSEE HOSA REGIONAL CONFERENCES

IMPORTANT REGISTRATION INFORMATION

Registration Fees	Deadline	Send To
\$5 per person (applies to all adults/students)	All fees must be received by the HOSA State Advisor on or before November 29. THIS IS NOT A POST-MARK DATE.	CHRISTINA ISONG TENNESSEE HOSA Andrew Johnson Tower 11th Floor 710 James Robertson Parkway Nashville, TN 37243

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

Payments will not be accepted onsite.

Advisors are responsible for having a [Release Form](#) for each student onsite.

A copy of your invoice must be attached to all payments in order for payments to be processed, and the correct accounting code must appear in the memo line of the check:

"Upper East – 4000"	"Lower Middle – 4030"
"Lower East – 4010"	"Upper West – 4040"
"Upper Middle – 4020"	"Lower West – 4050"

STATE OFFICER CANDIDATES

- Students must be registered for their regional test by the regional conference deadline. Select the "State Officer Candidate" option during registration for those students interested in running for office.
- All state officer candidates will take their candidate tests onsite at their regional conference. Test scores and applications will be used to determine which students will advance to the next stage of the candidate process. All applicants will receive their updated applicant status by the close of business on February 14, 2020.
- Only students who have submitted a completed application via Google Classroom on or before December 31, 2019, and who have taken the test (onsite at their regional conference) will be considered for state officer candidacy.

COURTESY CORPS

- Each school may register up to two students to serve as members of the courtesy corps at regional conference. Chapters who register more than two students will be contacted and asked to adjust their roster.
- In order to serve in the courtesy corps, a student must be properly registered for the conference on or before the registration deadline and identified as courtesy corps on your final conference registration invoice.
- Dress code for these students is blue or black suit or official HOSA attire.

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DRESS CODE

- HOSA Dress Code will be enforced for all regional conferences. Adult dress code is business casual (minimum). Keep in mind that as an advisor, you are a role model for our students and your attire should represent the professional that you are.
- Students competing in an event which allows scrubs or other profession-related attire will not be required to change into official HOSA attire in order to attend the awards ceremony.

ONLINE TESTING

- Online testing will be used for all events requiring a test, including knowledge tests, prior to regional conference. Please note that the state officer candidate test will be given onsite at the conference. For events with two rounds, this testing will be used to determine which students will qualify to compete onsite in the skill/presentation round.
- Please see below for a complete list of events that require online testing. Note that there will be NO “onsite test only” events at Regional Conferences this year.
- Proctors are required for online testing. Advisors, parents, students, or other health science education teachers cannot serve as proctors. See below for more information and instructions for registering your proctor.
- The use of any resources (electronic, print, or human) is prohibited. Cell phones and calculators are also prohibited.
- Advisors are not allowed to be present in the room while students are testing.
- Testing can take place before, during, or after school. Work directly with your proctor to set the designated testing time(s) for your students.
- Students testing in a team event MUST test during the same testing session.
- Results will be sent out and posted online no later than the close of business on December 5, 2019.
 - For events with a second round which require students to compete onsite, a list of those who will advance will be released (in random order). Test scores will not be released.
 - For events that are “test only” and do not require students to compete onsite, the list of the top five finishers (in random order) will be released. Test scores will not be released.
- It is up to the individual advisor to consult with the principal/CTE director to determine if students who are not competing onsite or who did not place in the top five in “test only” events are allowed to attend the Regional Conference.

PROCTORS

You must use a test proctor to administer all tests.

- Proctors should register for each new school year by sending their name, school name, and email to Christina Isong via email to Christina.Isong@tn.gov by Nov. 1, 2019. Once they have registered, they will receive login information and instructions.
- Proctors who are registered by the chapter advisor through the chapter portal rather than registered through submission through Christina Isong WILL NOT receive the information needed to serve as proctor.
- If your proctor has not received their information by November 2, 2019, please have the proctor contact [Christina Isong](mailto:Christina.Isong@tn.gov) directly. It is also suggested that proctors check spam folders to ensure the registration confirmation email is not in that folder.

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REGISTRATION ADVISOR CHECKLIST

- Complete the online affiliation process a minimum of one to two weeks prior to the November 1, 2019 registration deadline.
- Refer to the competitive events charts for the lists of events that will be held at Regional Conference. Events that require online testing for Regional Conference or are "State and National only" (not held at Regional Conference) are identified. Note: No onsite testing will take place at Regional Conferences this year except the state officer candidate test.
- Determine which students will compete at Regional Conference.
- Select up to two students to participate in courtesy corps (optional).
- Refer to the list [Regional Divisions](#) to determine which regional conference your school has been assigned to attend.
- Locate your charter number and password to access conference registration.
- Login to the conference registration system (through the online affiliation system) and register the students, advisors, chaperones, and guests who will be representing your school. Be sure that you select the appropriate event/activity for each student.
- Print a copy of your chapter registration. Have each student/advisor that is registered check to ensure that they are properly registered for the correct event/activity. It is recommended that you have them initial beside their name to indicate that their registration is correct.
- Carefully review your registration and make any necessary additions or corrections on or before the registration deadline.
- Submit your registration and print a copy of your invoice.
- Secure a proctor for your chapter's testing. Proctors cannot be health science instructors, parents, or other students.
- Submit your request for proctors online by 11:59 p.m. on November 1, 2019.
- Confirm that your proctor has received their login information. Instruct your proctor(s) to check spam folders if they have not received an email by November 2, 2019.
- Advisors must have all completed Tennessee HOSA Release Forms in their possession while at any HOSA event.
- Mail your payment and a copy of your invoice. Note: The correct accounting code must appear in the memo line of the check. [Click here](#) for Bookkeeping information, accounting codes, and mailing address.