New Jersey HOSA

An association of
Health Occupations Students of America

A New Jersey Career and Technical Student Organization

New Jersey HOSA is funded under the
auspices of the
CTE Partnership Grant: Enhancing Teaching and Student Leadership in the
Career Cluster of Health Science
of the
NJ Department of Education
Awarded to Middlesex County Vocational
and Technical Schools

Student Activities
are funded through state membership monies in
cooperation with the
New Jersey Department of Education

Dr. Gene Napoliello
State Advisor / Project Director
Managed by Middlesex County Vocational and Technical Schools
ACTIVITIES AND PROCEDURES WITHIN NEW JERSEY HEALTH OCCUPATIONS STUDENTS OF AMERICA (NJ HOSA) ARE GOVERNED BY THE PHILOSOPHY OF SIMPLE FAIRNESS TO ALL. THEREFORE, THE POLICY OF NJ HOSA IS THAT ALL OPERATIONS WILL BE PERFORMED WITHOUT REGARD TO RACE, SEX, COLOR, NATIONAL ORIGIN OR HANDICAP.
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   NJ HOSA Bylaws
   History of HOSA

SECTION 7: The HOSA Program of Work
   Chapter Activities
   Leadership
   HOSA Chapter Meetings
   Conducting a HOSA Committee Meeting
   Public Relations for HOSA Chapters
   Financial Management for HOSA Chapters
A Middlesex County Vocational and Technical Schools Program
Funded by the NJ Department of Education

INTRODUCTION
Dear New Jersey HOSA Member,

Welcome to the NJ HOSA 2018-2019 school year from the officer of the State Advisor, Dr. Gene F. Napoliello, D.D.S., located at Middlesex County Vocational and Technical Schools (MCVTS) in East Brunswick.

The NJ HOSA state office is now staffed by Jessica Seth, Assistant State Advisor, and a consultant staff of: Shawnee Chaudhury, Aditya Vinjamuri, Lucille Jones, and Amy Berkemeyer. The NJ HOSA program is supervised by the MCVTS Career Technical Education program director, Mr. Sean McDonald.

The International Leadership Conference occurred in Dallas, Texas in June 2018. New Jersey members won multiple awards and ranked in 3rd place in total competitive event points. Congratulations to Passaic County Technical Institute and Bergen County Academy for achieving outstanding chapter status.

International HOSA adopted the theme for 2018-2019, which is “Define Your Purpose”. Further details and guidelines are available on the national website at www.hosa.org. Competitive event guidelines are also posted on the international site and links to international will be on the NJ HOSA website, which is now up and running.

The “Stem Premier” online program (www.stempremier.com) allows students to create a personal resume and activities record at no cost. Stem Premier will be used by International HOSA to accept scholarship application and certain international competitive events, such as, Job Seeking, Interviewing Skills, Researched Persuasive Writing & Speaking, Clinical Specialty, Health Career Photography, Public Service Announcement and more (a total of 14 events for 2018-2019). Please also register for the OSHA Awareness knowledge test at the state convention along with 1 other event.

As future health professionals, we must all pay attention to our appearance for the patients we serve. It is most disturbing for a patient if your dress and manner are not what they expect. The NJ HOSA dress code policy is strictly enforced at all leadership conferences. All student members are required to follow the dress code in order to participate in the awards ceremony. Clinical skill competitors do not have to change for the awards ceremony as scrubs are acceptable. All regional and state competitors are required to bring a copy of the event guidelines to the conference event holding room. Failure to bring the copy results in a 5 point penalty on your competitive event score. Guidelines are not considered study materials and will be collected by the event chairperson upon entering the holding rooms. Only one event guideline is required per team. NJ HOSA strives to adhere to the regulations set forth by National HOSA in order to prepare students for success at the annual International Leadership Conference in Orlando, Florida, June 19-22, 2019.

In case of inclement weather, the decision to postpone an event will be made the day prior to the conference by 5:00pm. Cancellations will be posted on the NJ website and via emails to chapter advisors. Snow dates for the cancelled events are listed on the NJ HOSA 2018-2019 calendar.

Our new partnership with Hackensack Meridian hospital and Seton Hall Medical School promises to create unique internships. Applications for these experiences will soon be on hosaofnj.org

Sincerely, Dr. Gene F. Napoliello, D.D.S, NJ HOSA Program State Advisor.
NJ HOSA State Advisor/ Director
Dr. Gene Napoliello
112 Rues Lane
East Brunswick, NJ 08816
Phone: 732-254-8700 X 1813
Drgene.njhosa@gmail.com
Bhcf332@aol.com

NJ HOSA Assistant State Advisor/ Director
Jessica Seth
112 Rues Lane
East Brunswick, NJ 08816
Phone: 732-254-8700 X 1812
sethj@mcvts.net

NJ HOSA Website
www.hosaofnj.org

National HOSA
HOSA-Future Health Professionals
548 Silicon Drive, Suite 101
Southlake, TX 76092
(800) 321-HOSA
hosa@hosa.org
www.hosa.org
I recognize the universal need for quality, compassionate healthcare.

I understand the importance of academic excellence, skills training, and leadership development in my career pathway.

I believe through service to my community and to the world, I will make the best use of my knowledge and talents.

I accept the responsibility of a health professional and seek to find my place on a team equally committed to the well-being of others.

Therefore, I will dedicate myself to promoting health and advancing healthcare as a student, a leader, an educator, and a member of HOSA-Future Health Professionals.
## Executive Council
### 2018-2019

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>SCHOOL</th>
<th>ADVISOR</th>
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<tbody>
<tr>
<td>President</td>
<td>Union County Academy for Allied Health Sciences</td>
<td>Wendy Larsen</td>
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<tr>
<td></td>
<td>1176 Raritan Rd</td>
<td>Nicole LiVecchi</td>
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<td></td>
<td>Scotch Plains, NJ 07076</td>
<td>Chrismol George</td>
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<td>973-790-6000</td>
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<td>President-Elect</td>
<td>Union County Academy for Allied Health Sciences</td>
<td>Wendy Larsen</td>
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<td>Parliamentarian</td>
<td>Morris County School of Technology</td>
<td>Gayle Adler</td>
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<td>Aditya Jain</td>
<td>400 E Main St</td>
<td>Cathy Bienkowski</td>
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<td>Denville, NJ 07834</td>
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<td></td>
<td>908-889-8288</td>
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<tr>
<td>Northern Regional VP</td>
<td>Passaic County Technical Institute</td>
<td>Maria Murcia</td>
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<tr>
<td>Jessica Sauer</td>
<td>45 Reinhardt Road</td>
<td>Marie Gagliardi</td>
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<tr>
<td></td>
<td>Wayne, NJ 07470</td>
<td>Yvonne Watson</td>
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<td>973-790-6000</td>
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<td>Southern Regional VP</td>
<td>Mercer County Technical Schools</td>
<td>Daniel Sbar</td>
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<tr>
<td>Rohan Sharma</td>
<td>1085 Old Trenton Road</td>
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<td>Trenton, NJ 08690</td>
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<tr>
<td></td>
<td>609-586-5144</td>
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<td>Historian Reporter</td>
<td>Morris County School of Technology</td>
<td>Gayle Adler</td>
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<td>Jeena Kataria</td>
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<td>908-889-8288</td>
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<tr>
<td>Member-at-Large</td>
<td>Union County Academy for Allied Health Sciences</td>
<td>Wendy Larsen</td>
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<td>Raj Bhatt</td>
<td>1176 Raritan Rd</td>
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<tr>
<td>Post-secondary/Collegiate VP</td>
<td>New Jersey Institute of Technology</td>
<td>Nirali Trivedi</td>
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<td>Nirali Trivedi</td>
<td>323 Dr. Martin Luther King Jr. Blvd</td>
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<td></td>
<td>Newark, NJ 07102</td>
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A Middlesex County Vocational and Technical Schools Program
Funded by the NJ Department of Education

2018-2019

CALENDAR
In the event of inclement weather, the decision to postpone the event will be made the Friday prior to the conference by 5 p.m. In addition to an e-mail notification, the cancellation notice will be posted on www.njhosa.org by 10 p.m.

Please refer to the NJ HOSA calendar for scheduled snow dates.
<table>
<thead>
<tr>
<th>MONTH</th>
<th>DATE</th>
<th>EVENT</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>September</td>
<td>11</td>
<td>Consultant Only Meeting</td>
<td>MCVTS</td>
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<td></td>
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<td>11:00 am to 1:00 pm</td>
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<td>14</td>
<td>Executive Council Meeting</td>
<td>MCVTS</td>
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<td>10:00 am to 1:00pm</td>
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<td></td>
<td>15-18</td>
<td>Annual Washington Leadership Academy</td>
<td>Washington, DC</td>
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<td>See <a href="http://www.hosa.org">www.hosa.org</a> for details</td>
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<td></td>
<td>17-20</td>
<td>State Advisors Management Conference</td>
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<tr>
<td>October</td>
<td>12</td>
<td>Deadlines for:</td>
<td>TBD</td>
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<td></td>
<td></td>
<td>• Registration for Fall Leadership Conference</td>
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<td></td>
<td></td>
<td>• Nomination for Postsecondary Vice President</td>
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<td>• Pin Design Submission, Postmarked by October 12</td>
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<td></td>
<td>17</td>
<td>NJ HOSA Advisory Committee Meeting</td>
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<td>*Business/Industry and State President only</td>
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<td>9:30 am to 11:30 a.m.</td>
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<td>19</td>
<td>Executive Council Meeting</td>
<td>MCVTS</td>
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<td>10:00 am to 1:00pm</td>
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<td>26</td>
<td>CHAPTER ADVISOR MEETING- ALL Advisors urged to Attend</td>
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<td>10:00 am to 2:00 pm</td>
<td>MCVTS</td>
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<td>MONTH</td>
<td>DATE</td>
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<tr>
<td>November</td>
<td>6-10</td>
<td>INTERNATIONAL HOSA WEEK</td>
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<td></td>
<td>16</td>
<td>Fall Leadership Conference &amp; Executive Council Meeting</td>
<td>Brookdale CC</td>
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<td>8:00am – 2:00pm</td>
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<td>December</td>
<td>7</td>
<td>Deadline for State &amp; National Membership Dues to National HOSA</td>
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<td>Executive Council Meeting</td>
<td>MCVTS</td>
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<td>10</td>
<td>Online Registration Deadline for Northern and Southern Regionals</td>
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<td>NO REFUND, CHANGES, ALTERATIONS AND/OR SUBSTITUTIONS</td>
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<td>11</td>
<td>NJ HOSA Competitive Events Meeting</td>
<td>MCVTS</td>
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<td>18</td>
<td>FINAL Online Affiliation Deadline- ALL MEMBERS MUST BE AFFILIATED</td>
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<td>by this date including advisors and professionals.</td>
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<td>January</td>
<td>4</td>
<td>Deadline to submit State Officer Applications to NJ HOSA Office</td>
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<td>4</td>
<td>Executive Council Meeting</td>
<td>MCVTS</td>
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<td>12</td>
<td>Northern Regional Conference (NRC)</td>
<td>PCTI</td>
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<td>8:00 am to 5:00 p.m.</td>
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<tr>
<td>February</td>
<td>2</td>
<td>Southern Regional Conference (SRC)</td>
<td>CCTEC</td>
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<td>8</td>
<td>Executive Council Meeting</td>
<td>MCVTS</td>
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<td><strong>ALL OFFICER CANDIDATES MUST ATTEND</strong></td>
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<td>For testing and interviews</td>
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<td>10:00 a.m. to 2:00 p.m.</td>
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<td>23</td>
<td>SNOW DATE - NRC and SRC</td>
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<td>MONTH</td>
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<tr>
<td>February</td>
<td>26</td>
<td>NJ HOSA Competitive Event Meeting</td>
<td>MCVTS</td>
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<td>(Consultants only) 9:30 am to 2 p.m.</td>
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<td>28</td>
<td></td>
<td>Online registration Deadline for NJ HOSA State Leadership Conference</td>
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<td><strong>NO CHANGES, ALTERATIONS AND/OR SUBSTITUTIONS</strong></td>
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<td>28</td>
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<td>Deadline to submit the following to the NJ HOSA office:</td>
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<td>• NJ HOSA Scholarship Applications</td>
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<td>• T-Shirt Design</td>
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<td>• Honorary Lifetime Member Nomination</td>
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<td>o <em>NO late submissions will be accepted- MUST BE POSTMARKED by February 26, 2018</em></td>
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<tr>
<td>March</td>
<td>8</td>
<td>Executive Council Meeting</td>
<td>MCVTS</td>
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<tr>
<td>16-17</td>
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<td><strong>NJ HOSA State Leadership Conference</strong> (SLC)</td>
<td>TBD</td>
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<td></td>
<td>Executive Committee &amp; General Membership Meeting</td>
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<td><strong>ALL STATE OFFICER CANDIDATES MUST ATTEND BOTH DAYS OF THE CONFERENCE</strong> to be eligible for election</td>
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<td></td>
<td>BOTH DAYS - 8:00 am to 5:30 pm - Events and Award Ceremony</td>
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<td>16</td>
<td></td>
<td><strong>EVENT CATEGORIES:</strong> Teamwork; Recognition; Scholarships Interviews</td>
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<tr>
<td>17</td>
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<td><strong>EVENT CATEGORIES:</strong> Leadership; Health Science; Health Professions, Emergency Preparedness; ALL Level 2 events; Induction of State Officers for 2017-2018 school year; Award Ceremony</td>
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<td>23-24</td>
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<td>Snow Date for State Conference</td>
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<td>• Events will follow same Saturday and Sunday schedule</td>
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<td>MONTH</td>
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<tr>
<td>April</td>
<td>1</td>
<td>Deadline to submit National Officer Applications to NJ HOSA office</td>
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<td>5</td>
<td>Chapter Advisors Meeting</td>
<td>MCVTS</td>
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<td>Executive Council Meeting</td>
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<td>May</td>
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<td>Online Registration Deadline for International HOSA Leadership Conference</td>
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<td>8</td>
<td>NJ HOSA Advisory Committee Meeting</td>
<td>MCVTS</td>
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<td><em>Business/Industry and State President only</em></td>
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<td>9:30 am to 11:30 a.m.</td>
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<td>17</td>
<td>Executive Council Meeting</td>
<td>MCVTS</td>
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<td><strong>ALL INCOMING AND EXISTING officers must attend</strong></td>
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<td>10:00 a.m. to 3:00 p.m.</td>
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<tr>
<td>June</td>
<td>19-22</td>
<td>HOSA International Leadership Conference 2019</td>
<td>Orlando, FL</td>
</tr>
<tr>
<td>July</td>
<td></td>
<td>Reports due from State Officers on HOSA International Leadership Conference.</td>
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COMPETITIVE EVENTS

OVERVIEW
DRESS CODE FOR ALL
NJ HOSA EVENTS AND CONFERENCES

For the NJ HOSA Events and Conferences, students must follow the dress code.

There are three categories of proper attire:

1. **Official HOSA Uniform (outlined below)**
2. **Business Attire (outlined below)**
3. **Scrubs (ONLY if this attire is required by member’s competitive event)**

**HOSA Uniform Policy: (reference photos shown below)**
- Tailored navy blazer with emblem affixed over the heart
- Shirt/blouse for females (white tailored or short-sleeve white jewel neckline shell)
- Shirt for males—white closed-neck, man-tailored dress shirt, suitable for use with a tie
  - (white oxford shirt is recommended for both the males and females - shown below)
- Accent for female members - maroon HOSA scarf or tie is optional but not required
- Accent for male officers - navy or maroon long tie
- Matching navy slacks for males and matching navy slacks or skirts for females
- Closed-toe navy blue or black shoes with no more that 2-inch heel (hose optional). **No colored tights.**
- It is recommended jewelry should be kept to a minimum and no dangling earrings. Small hoops are acceptable as long as they are not beyond ¾ inch.

![White Oxford Shirt](image1) ![Official Male HOSA Uniform](image2) ![Official Female HOSA Uniform with knee–length skirt](image3)

**BUSINESS ATTIRE**

**Females** – Navy blue/black business suit or navy blue/black blazer with matching skirt/slacks with tailored white blouse (white tailored or short-sleeve white jewel necklace shell), and **closed-toe** navy blue/black dress shoes (no more than a 2-inch heel).

**Males** – Navy blue/black business suit or navy blue/black sport coat with matching slacks with **white** dress shirt with tie and black dress shoes.

**CLARIFICATION OF “PROPER BUSINESS ATTIRE”**
- **No denim** clothing will be acceptable. Blue jean skirts and dresses are NOT acceptable.
- Jewelry should be kept to a minimum.
- Skirts must be **knee-length. No miniskirts.**
- Casual tank or tube tops, t-shirts, sweat pants/shirts, or tennis shoes are **never** acceptable.
- Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for HOSA members.

NJ HOSA members **MUST** dress in proper attire for the award ceremonies.

Students must remove all sweatshirts/non-professional items before going on stage.

**NJ HOSA MEMBERS NOT ADHERING TO THE DRESS CODE WILL NOT BE PERMITTED ON STAGE.**
Complete List of Competitive Events & Codes
Offered at Regional & State Conferences

PLEASE CHECK COMPETITIVE EVENT CODES CAREFULLY. All events and codes are in accordance with National HOSA’s 2018-2019 New Competitive Events Handbook Section B. These codes must be used for registration for the Regional, State, and National competitive events. Please refer to the Regional and State Conference Guidelines for additional information. **NJ HOSA does not offer every competitive event offered by National HOSA.**

Remember, each student can enter only one event at regional level.

If a student enters an event in Health Science, Health Professions, Emergency Preparedness or Leadership and is not a top 5 winner at the Regional Conference, the student may enter a Recognition Event and/or Teamwork Event (HB, PP, CS, CD, BD, PA only) at the state level.

Secondary and Post-secondary members may compete in a competitive event in addition to a Recognition Event at the state level.

For team events, one team per, chapter per event.

<table>
<thead>
<tr>
<th>COMPETITIVE EVENT</th>
<th>EVENT CODE</th>
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<tbody>
<tr>
<td><strong>HEALTH SCIENCE EVENTS</strong></td>
<td></td>
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<tr>
<td>1. Dental Terminology</td>
<td>DT</td>
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<tr>
<td>2. Medical Spelling</td>
<td>MS</td>
</tr>
<tr>
<td>3. Medical Terminology</td>
<td>MT</td>
</tr>
<tr>
<td>4. Medical Terminology/Abbreviations (Level 2/ NJ Event Only)</td>
<td>MT-L2</td>
</tr>
<tr>
<td>5. Medical Math</td>
<td>MM</td>
</tr>
<tr>
<td>6. Medical Reading*</td>
<td>MR</td>
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<tr>
<td>7. Knowledge Tests</td>
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<tr>
<td>a. Behavioral Health</td>
<td>KB</td>
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<tr>
<td>b. Human Growth and Development</td>
<td>KG</td>
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<tr>
<td>c. Medical Law and Ethics</td>
<td>KM</td>
</tr>
<tr>
<td>d. Nutrition</td>
<td>KN</td>
</tr>
<tr>
<td>e. Pathophysiology</td>
<td>KP</td>
</tr>
<tr>
<td>f. Pharmacology</td>
<td>KH</td>
</tr>
<tr>
<td>g. Transcultural Health Care</td>
<td>KT</td>
</tr>
</tbody>
</table>

| **HEALTH PROFESSIONS EVENTS** | |
| 8. Biomedical Laboratory Science* | BT |
| 9. Dental Science | DA |
| 10. Home Health Aide | HH |
| 11. Medical Assisting | MA |
| 12. Medical Assisting Fillable Form – Skill II | |
| 13. Medical Assisting Fillable Form – Skill III | |
14. Nursing Assisting  
15. Personal Care  **Level 2**  
16. Sports Medicine  

**EMERGENCY PREPAREDNESS EVENTS**

17. CPR/First Aid (only (1) team per chapter)  **CP**  
18. EMT (only (1) team per chapter)*  **EM**  
19. Life Support Skills  **(Level 2)**  **LS**

**LEADERSHIP EVENTS**

1. Extemporaneous Health Poster  **EH**  
2. Extemporaneous Writing  **EW**  
3. Health Career Photography*  **HP**  
4. Healthy Lifestyle*  **HL**  
5. Interviewing Skills  **(Level 2)**  **IS**  
6. Job Seeking Skills  **JS**  
7. Prepared Speaking  **PS**  
8. Researched Persuasive Speaking  **RS**  
9. Speaking Skills  **(Level 2)**  **SS**

**TEAMWORK EVENTS - ONLY (1) TEAM PER CHAPTER PER EVENT**

10. Biomedical Debate*  **BD**  
11. Creative Problem Solving*  **CS**  
12. Health Career Display*  **CD**  
13. HOSA Bowl*  **HB**  
14. Medical Innovation*  **MI**  
15. Parliamentary Procedure*  **PP**  
16. Public Service Announcement*  **PA**

**RECOGNITION**

17. Barbara James Service Award*  **BJ**  
18. Health Care Issues Exam**  **HC**  
19. HOSA Happenings (Formally Chapter Newsletter)*  **NL**  
20. National Service Project*  **NS**  
21. HOSA Chapter Reflection* (Formerly Outstanding HOSA Chapter)  **CR**  
22. Outstanding State Leader**  **OL**  
23. HOSA Marketing Challenge**  **HM**

**Post-Secondary Members- No Post-Secondary events are held at Regional Conferences.**

* These events are held at State and National Conferences only  
** These events are held at National Conference only
PLEASE SEE THE 2018-2019 CE UPDATES DOCUMENT
**HOSA Competitive Event Resources**

**2018 - 2019**

### HEALTH SCIENCE EVENTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Resource</th>
<th>Publisher</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Stedman’s Medical Terminology: Steps to Success in Medical Language. Edited by Charlotte Creason, Lippincott Williams &amp; Wilkins, Latest edition.</td>
<td></td>
</tr>
</tbody>
</table>

**HOSA-Future Health Professionals does not require the purchase of any/all texts associated with an event. Text resources are listed to provide HOSA members with the information they need in developing their HOSA resource library and preparing for events. HOSA always references the current edition of text resources in order to stay up-to-date with industry standards. Multiple resources are provided in order to assure a degree of flexibility and choice for HOSA members.**

**Medical Reading**
- Josie’s Story: A Mother’s Inspiring Crusade to Make Medical Care Safe
- Dentist Goes Animal: A Personal History of Modern Veterinary Dentistry
- Being Mortal: Medicine and What Matters in the End
- The Woman Who Knew Too Much: Alice Stewart and the Secrets of Radiation
- Taking People with You: The Only Way to Make Big Things Happen

**Knowledge Tests**

**Behavioral Health**
- Substance Abuse and Mental Health Services Administration
  - [http://www.samhsa.gov/topics](http://www.samhsa.gov/topics)

**Human Growth & Development**

**Medical Law & Ethics**

**Nutrition**

**Pathophysiology**
Pharmacology

Transcultural Health Care
Spector, Rachel E. *Cultural Diversity in Health and Illness*. Prentice Hall.

HEALTH PROFESSIONS EVENTS


**Clinical Specialty** Wischnitzer, Dr. Saul & Edith Wischnitzer. *Top 100 Health-Care Careers*. Jist Publishing, Latest edition.


<table>
<thead>
<tr>
<th>Field</th>
<th>Source</th>
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**EMERGENCY PREPAREDNESS EVENTS**

<table>
<thead>
<tr>
<th>Field</th>
<th>Source</th>
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<tbody>
<tr>
<td>CERT Skills</td>
<td>CERT Curriculum <a href="http://www.citizencorps.gov/cert/training_downloads.shtm#CERTIG">http://www.citizencorps.gov/cert/training_downloads.shtm#CERTIG</a></td>
</tr>
</tbody>
</table>
**EMT**

*Beebe and Funk, Fundamentals of Basic Emergency Care, Cengage Learning, Latest edition.*


*NREMT Basic Level Skill Sheets*

http://www.nremt.org/nremt/about/exam_coord_man.asp

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**Epidemiology**

*CDC EXCITE! Website* [http://www.cdc.gov/excite/classroom/index.htm](http://www.cdc.gov/excite/classroom/index.htm)

*Young Epidemiology Scholars*

http://yes-competition.org/yes/epidemiology-resources.html

http://yes-competition.org/yes/teaching-units/intellectual-framework.html

http://yes-competition.org/yes/epidemiology-resources/glossary.html

*Basic Epidemiology – World Health Organization*


*CDC: Disaster Epidemiology and Assessment*

[http://www.cdc.gov/nceh/hsb/disaster/default.htm#pubs](http://www.cdc.gov/nceh/hsb/disaster/default.htm#pubs)

---

**Life Support Skills**


*American Heart Association, Heartsaver First Aid CPR AED. Latest edition.*


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**MRC Partnership**

*MRC website at [http://www.medicalreservecorps.gov/HomePage](http://www.medicalreservecorps.gov/HomePage)*

*Youth Engagement Toolkit (HOSA Website): [http://hosa.org/node/154](http://hosa.org/node/154)*

*National Health Security Strategy:*

[http://www.phe.gov/Preparedness/planning/authority/nhss/Pages/default.aspx](http://www.phe.gov/Preparedness/planning/authority/nhss/Pages/default.aspx)

*National Prevention Strategy:*


*Disaster Risk Reduction: [http://www.unisdr.org/who-we-are/what-is-drr](http://www.unisdr.org/who-we-are/what-is-drr)*

Public Health
There are no official resources for this year's event. Teams are encouraged to visit the website of the U.S. Public Health Service www.usphs.gov and the American Public Health Association www.apha.org

Leadership Events

Healthy Lifestyle
US Department of Health and Human Services: Prevention
http://www.hhs.gov/safety/index.html

CDC Healthy Living website http://www.cdc.gov/HealthyLiving/

ChooseMyPlate.gov http://www.choosemyplate.gov/

The Surgeon General’s National Prevention Strategy

Let’s Move http://www.letsmove.gov/

Andersen, Dr. Wayne Scott. Dr. A’s Habits of Health: The Path to Permanent Weight Control and Optimal Health. Habits of Health Press, Latest edition.

Teamwork Events

HOSA Bowl


Taber’s Cyclopedic Medical Dictionary, Edited by Donald Venes and Clayton L. Thomas, M.D., F.A. Davis Company. Latest edition


**Biomedical Debate**

Competitors are encouraged to learn as much as they can about the benefits of genetically modified foods. Here are some links to START researching the topic:

- [http://www.fda.gov/Food/FoodScienceResearch/Biotechnology/ucm 346858.htm](http://www.fda.gov/Food/FoodScienceResearch/Biotechnology/ucm 346858.htm)
- [http://www.sciencedaily.com/search/?keyword=GMO#gsc.tab=0&gsc.q=GMO&gsc.page=1](http://www.sciencedaily.com/search/?keyword=GMO#gsc.tab=0&gsc.q=GMO&gsc.page=1)

**Health Career Display**

For a sample list of health careers, visit the National Consortium for Health Science Education and Explore Health Careers websites.

**Parliamentary Procedure**


National Association of Parliamentarians [http://www.parliamentarians.org](http://www.parliamentarians.org)

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**RECOGNITION EVENTS**


<table>
<thead>
<tr>
<th>HEALTH SCIENCE EVENTS</th>
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<tbody>
<tr>
<td>1. Dental Terminology          DT</td>
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<td>2. Medical Math                MM</td>
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<tr>
<td>3. Medical Reading**           MR</td>
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<tr>
<td>4. Medical Spelling            MS</td>
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<tr>
<td>5. Medical Terminology**       MT</td>
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<tr>
<td>6. Knowledge Test: Behavioral Health KB</td>
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<tr>
<td>7. Knowledge Test: Health Career Exploration** KC</td>
</tr>
<tr>
<td>8. Knowledge Test: Human Growth and Development KG</td>
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<tr>
<td>9. Knowledge Test: Medical Law and Ethics KM</td>
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<tr>
<td>10. Knowledge Test: Nutrition** KN</td>
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<tr>
<td>11. Knowledge Test: Pathophysiology KP</td>
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<td>12. Knowledge Test: Pharmacology KH</td>
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<td>13. Knowledge Test: Transcultural Health Care KT</td>
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<tr>
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<tbody>
<tr>
<td>14. Biomedical Laboratory Science BT</td>
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<tr>
<td>15. Clinical Nursing           CN</td>
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<tr>
<td>16. Clinical Specialty         CL</td>
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<tr>
<td>17. Dental Science             DS</td>
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<tr>
<td>18. Home Health Aide           HH</td>
</tr>
<tr>
<td>19. Medical Assisting          MA</td>
</tr>
<tr>
<td>20. Nursing Assisting          NA</td>
</tr>
<tr>
<td>21. *Personal Care             PC</td>
</tr>
<tr>
<td>22. Pharmacy Science           RX</td>
</tr>
<tr>
<td>23. Physical Therapy           PT</td>
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<tr>
<td>24. Sports Medicine            SM</td>
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<tr>
<td>25. Veterinary Science         VS</td>
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<tr>
<th>EMERGENCY PREPAREDNESS EVENTS</th>
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<tbody>
<tr>
<td>26. CERT Skills               CT</td>
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<tr>
<td>27. CPR/First Aid             CP</td>
</tr>
<tr>
<td>28. Emergency Medical Technician EM</td>
</tr>
<tr>
<td>29. Epidemiology              EP</td>
</tr>
<tr>
<td>30. *Life Support Skills      LS</td>
</tr>
<tr>
<td>31. MRC Partnership           MC</td>
</tr>
<tr>
<td>32. Public Health**           PH</td>
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</tbody>
</table>
LEADERSHIP EVENTS

33. Extemporaneous Health Poster** EH
34. Extemporaneous Writing EW
35. Health Career Photography HP
36. Healthy Lifestyle** HL
37. *Interviewing Skills IS
38. Job Seeking Skills JS
39. Prepared Speaking** PS
40. Researched Persuasive Writing & Speaking RS
41. *Speaking Skills** SS

TEAMWORK EVENTS

42. Biomedical Debate BD
43. Community Awareness CA
44. Creative Problem Solving CS
45. Forensic Science FM
46. Health Career Display** HD
47. Health Education** HE
48. HOSA Bowl HB
49. Existing Medical Innovation ME
50. Original Medical Innovation MO
51. Parliamentary Procedure PP
52. Public Service Announcement PA

RECOGNITION EVENTS

53. Barbara James Service Award** BJ
54. HOSA Happenings** NL
55. Healthcare Issues Exam HC
56. MRC Volunteer Recognition MV
57. HOSA Service Project** NS
58. Outstanding HOSA Chapter** OC
59. Outstanding HOSA Achievement OA
60. Outstanding HOSA Leader OL

* Special needs events
** Middle School Invited

APPENDICES

A. Method for Determining Finalists in Competitive Events Requiring Multiple Sections
B. Competitive Events Inquiry Procedure
C. Individual and Team Orientation Proxy Form
D. Written Test Instructions
E. HOSA’s Official Dress Code Policy
F. Competitive Event Categories and the Demonstration and Pilot Process
G. Cell Phone and Smart / Electronic Device Policy
H. Competitive Event Photo ID Requirement
This publication presents SECTION B of the HOSA HANDBOOK, with focus on THE HOSA COMPETITIVE EVENTS PROGRAM. Additional Handbook Sections, as noted below, deal with other important facets of the HOSA–Future Health Professionals Program.

The entire HOSA HANDBOOK is not only a vital reference for HOSA chapters, members and advisors but represents the major reason this organization has experienced outstanding growth since its inception in 1976 -- a belief in HOSA's contribution to students in Health Science Education and a belief that people working together can accomplish a great goal.

The complete HANDBOOK will provide the HOSA advisor and members with the information needed to organize and/or maintain an effective HOSA chapter. It also will help advisors integrate the HOSA program of work into the instructional program of Health Science Education. Activities of HOSA are an integral part of the instructional program that provides occupational skills in the health career community as well as building leadership skills.

This HANDBOOK should be utilized in developing leadership skills among members and the HOSA Officer Team, and in planning, organizing and conducting HOSA chapter activities throughout the year. With the comprehensive HOSA HANDBOOK as a reference, it is believed that the entire HOSA organization will become an even more effective organization in serving its members.

The complete HOSA HANDBOOK currently comprises three major sections, each published as a separate document and available on-line or from HOSA – Future Health Professionals. This publication plan is designated to facilitate ease of use of the separate sections by HOSA chartered associations and local HOSA chapters for particular purposes and in combination for total perspective. In addition, separate section publication expedites addition of sections and individual section revision as the need arises.

Sections include the following:


*An essential part of every HOSA chapter's resources, Section A provides basic information about HOSA as an organization serving Health Science students. Included are a description of HOSA, its purposes, organizational structure, national officer composition, governance and operation, affiliation, emblematic and ceremonial aspects, selected HOSA policies, historical development and Bylaws.*

**HOSA HANDBOOK - SECTION B: THE HOSA COMPETITIVE EVENTS PROGRAM.** First Edition 1982; Revised Annually

*A necessary instructional resource for HOSA chapter members and the local Health Science teacher/HOSA advisor is Section B. Section B provides all current information pertaining to the HOSA Competitive Events Program to enhance leadership and technical skill development in the classroom and to guide competition at the local, district/regional, state and international levels. This publication includes “General Rules and Regulations” as well as specific competitive events*
guidelines and competency based performance rating sheets and selected policies and procedures pertaining to administration of, preparation for and participation in HOSA competitive events.

**HOSA HANDBOOK - SECTION C: GUIDE TO ORGANIZING AND MANAGING A HOSA CHAPTER.** First Edition 1985, Revised 2015.

A major leadership tool and instructional resource for HOSA chapter officers and members and the Health Science teacher/HOSA advisor, Section C provides practical guidelines for organizing and operating a local HOSA chapter and its program of activities, for integrating HOSA leadership and technical skill development in Health Science classroom instruction and for participation by HOSA members and officers in local, district/regional, state and international HOSA program activities.

Activities and procedures within HOSA-Future Health Professionals are governed by the philosophy of simple fairness to all. Therefore, the policy of HOSA-Future Health Professionals is that all operations will be performed without regard to race, religion, sex, national origin, and other characteristics illegal as well as reasonable accommodations with disabilities and accessibility requirements on public accommodations. HOSA is in compliance with the Americans with Disabilities Act of 1990.
ACKNOWLEDGEMENTS

There are many persons who contributed to the publication of the comprehensive HOSA HANDBOOK. To those who have ensured the future of this organization through their contributions to this HOSA HANDBOOK, please accept the sincere thanks of all members of National HOSA and of all those who will use this HOSA HANDBOOK in the years to come.

Special appreciation is due the following individuals who contributed information and/or written research, which generated the First Edition published in 1982 that included Sections A and B:

♦ Barbara James (SC)
♦ Catherine Junge (TX, KS and USDE)
♦ James Keeton (TX)
♦ Nancy Moore (NJ)
♦ Ruth-Ellen Ostler (NY)
♦ Kent Ray (MI)
♦ Lorraine Summers (IL)
♦ Linda Walston (NC)

A particular debt of gratitude is due Nora Bennett Smith, a member of HOSA's first National Headquarters Management firm, KENORA Enterprises, who coordinated and edited the final document for the First Edition.

Efforts to update and revise Sections A, B, and C were initiated and authorized by the Board of Directors of HOSA, Inc. under Board Chairmen James Keeton (TX), Lorraine Summers (IL), Barbara James (SC), Ruth-Ellen Ostler (NY) and Norma Walters (AL).

The first revisions to this publication were originally coordinated by the National HOSA Communications and Related Materials Committee under the direction of Ruth Mulford (NY) and Helen Swaincott (PA) and the Competitive Events committee under Barbara James (SC), Kent Ray (MI) and Ruth-Ellen Ostler (NY).

Most recently, thanks to Elizabeth Bullock (KY), Danita Sheppard (NC), Lara Skaggs (OK), Anne Regier (TX), Jen Staley (CO), Jan Mould (TN), Laura Fink (FL) and the members of the Competitive Events Management Team for their untiring efforts to keep the events up-to-date annually with the desires of the HOSA, Inc. Board of Directors.

Dr. Joyce Brandt is recognized for her years of support in the creation of the Competitive Events Test Bank and now special thanks to Karen Batchelor for the oversight and maintenance of the test bank.

Deepest appreciation is expressed to all that contributed in so many ways to this publication. A special thanks to HOSA's Management firm, Corporate Education Resources, Inc., referred to as CERI, who provided direction and production services in the development and publication of the HOSA HANDBOOK.
THE HOSA COMPETITIVE EVENTS PROGRAM

OVERVIEW

HOSA members are encouraged to take full advantage of the HOSA Competitive Events Program, a constantly expanding and improving series of health care related competitive events. Competition within a chartered association is held as a means of identifying those members eligible for competition at the HOSA International Leadership Conference. Imagine the pride that members feel when their names are called and they stand on stage waiting to receive an International HOSA Medallion for recognition as a first, second or third place event winner.

The purpose of the HOSA HANDBOOK: SECTION B is to assist members to take advantage of one of HOSA's major membership benefits. The Competitive Events Program is designed to provide a system for recognizing the competencies developed by members through Health Science class instruction, related job training and HOSA related activities. Individual members and teams are evaluated according to set standards of performance by professionals from the health care community appropriate to each event.

It's worth the time and effort to select an event and prepare for competition. Those who prepare for an event are developing the knowledge and skills needed as a health care professional. For example, what is learned in preparing for the Job Seeking Skills competitive event can be used to get an entry level position in a health profession. Members are able to participate in district, state or country conference and meet HOSA members and health professionals from every walk of life. Members who participate in the competitive events program are immediately recognized as professionals in training interested in pursuing a career in the health care community.

Regardless of whether members receive a medallion in competition, the real benefit of the Competitive Events Program is realized when the student prepares for competition. Members gain confidence in their abilities when they improve their health care skills in preparation for competition. The pride of representing the chapter and/or chartered association builds when members enter a competitive event.

The competencies developed by members in competition build a foundation of confidence and skills that will last a lifetime of professional activities.

HOSA members should believe in the competitive events program, not because of the awards to be received in competition, but because of the feeling of accomplishment and confidence gained in preparing for competition. HOSA does not provide competition for competition's sake; rather, HOSA provides a competitive events program as a means of recognizing those students who are willing to pursue excellence by preparing for competition and having the determination to attend a conference and demonstrate the competencies gained through the health science program.

The Competitive Events Management Team constantly monitors the HOSA Competitive Events Program to:

- Identify existing events that should be reviewed and revised to reflect current health care practices;
- Identify new events that should be added to reflect current program offerings in secondary and postsecondary/collegiate institutions,
- Direct the development process for designing new events, and
- Evaluate new event demonstrations and tests.
EVENT PREPARATION

Members interested in the Competitive Events Program should follow ten steps in preparing for competition.

1. Talk with the HOSA chapter advisor and let him/her know their interest in entering a competitive event.

2. Review the HOSA Competitive Events Program and select the event that is consistent with their career objective.


4. Study the detailed guidelines and the judge's rating sheet(s) to know the criteria by which competitors are evaluated.

5. Practice, practice, practice and practice the event at the local chapter level before competing.

6. Talk with other members who participated in competition previously and gain as much as possible from their experiences.

7. Ask the chapter Advisor to conduct event simulations in the classroom to allow all members to have an event experience.

8. Know all rules and procedures for the event in which they are entering to avoid disqualification or point deductions.

9. Enter competition and carefully review all instructions to event participants.

10. Enjoy the competition because the real benefit of competition was realized in the preparation.

JUDGES

Every effort is expended to secure judges that are competent in the event for which they are assigned. For example, in CPR/First Aid, it is preferred that judges hold an instructor card for American Heart Association.

HOSA looks for judges who have the technical expertise and experience to evaluate the specific event competencies, and for enough judges to fairly evaluate the competition – one to three judges per section, depending upon the nature of the event and availability of judges.

Everyone Can Be a WINNER!

By recognizing the personal and career benefits of the HOSA Competitive Events Program, members know the time they invest in preparing for and participating in competition is worth the effort. Chapters want to participate in competition to demonstrate to other chapters the preparation of members. Chapter pride is built when members represent their institution and participate in competition. The pride grows when members receive recognition as an event winner. Chapter pride continues when one or more members attend the International HOSA Conference representing both the chapter and chartered association. The pride grows stronger, for chapters and members, when the event winners are announced and brought to the stage. Members will almost burst with personal satisfaction and pride in knowing that their investment provided dividends not only for themselves but also for their chapter and chartered association as well.

Those who are not called to the stage for special recognition must also be proud of their accomplishments.
Although the HOSA Competitive Events Program is designed to award medallions to a select few event participants, the real winners are those who are able to leave the International Conference with new experiences, improved skills, greater knowledge, enhanced confidence and the determination to not allow the HOSA experience die when the conference is concluded or at graduation. The ultimate goal is not to be a winner at an International Conference. The realistic goal for all HOSA members is to secure entry level employment or advancement within the health care field. The real value of the HOSA Competitive Events Program is when members are able to perform more effectively as health care professionals.

By taking advantage of the many opportunities available for involvement and leadership roles, HOSA members will be more confident than students not actively involved in chapter activities. The Health Science classroom builds health care skills; HOSA helps build a confident health care professional able to achieve success in a rapidly changing and competitive industry.

**TWO TYPES OF EVENTS**

HOSA offers events in six categories. The first five categories are “competitive” and only the top scoring individuals and teams are recognized. HOSA also offers events in the Recognition category that seek to recognize accomplishments at the individual, chapter, or chartered association level.

In recognition events, HOSA members are asked to meet a standard. Those who meet the standards are awarded a pin, certificate or plaque, depending on the event. Medals are not awarded for first, second and third place. For more details about events in the Recognition category, read the specific event guidelines at [www.hosa.org](http://www.hosa.org)

**IN SUMMARY**

All members should take advantage of the HOSA Competitive Events Program. This publication is designed to guide the entire chapter as well as individual members for the opportunities available in event competition. Fortunately, the benefits of participation in competitive events do not cease at the conclusion of a conference. The HOSA Competitive Events Program will have a lasting impact on the professionalism of HOSA members as they pursue rewarding and challenging careers in the dynamic and competitive health care community.
GENERAL RULES AND REGULATIONS
HOSA–FUTURE HEALTH PROFESSIONALS COMPETITIVE EVENTS PROGRAM
Accommodations
1. HOSA members with disabilities, and non-English speaking competitors, will be reasonably accommodated in the HOSA Competitive Events Program through event modification as a means of providing them an equal competitive opportunity. Such members may be allowed to provide and utilize their own special equipment that HOSA may not be able to provide. Requests for reasonable accommodation must be indicated on the HOSA International Leadership Conference registration form, or Student Eligibility form in Special Needs events, and must be submitted to HOSA-Future Health Professionals by the May 15 deadline. HOSA will provide the same accommodations that were provided when they competed for eligibility to attend the ILC (normally their SLC).

Cell Phones and Electronic Devices Policy
2. CELL PHONE AND SMART DEVICES POLICY - Please refer to Appendix G for the Cell Phone and Electronic Devices Policy.

Eligibility for International Participation
3. HOSA’s affiliated chartered associations offer the HOSA Competitive Events Program at the Regional, Area, State and/or Country levels, according to the approved HOSA Competitive Events Guidelines (as released annually in the fall). It is recommended that chartered associations plan and conduct the Annual Conference in sufficient time to meet the International Leadership Conference (ILC) registration deadline of May 15th. (Note: The HOSA ILC is held in June each year.)

4. Chartered associations may submit a maximum of three (3) competitors/teams per event per division, with the exception of Recognition events as noted in Rule #10 of these General Rules and Regulations. If ties or event challenges result at the association level, chartered associations must implement a process to determine which three (3) competitors/teams per division may register for the international leadership conference.

5. To be eligible for competition at the ILC, a delegate must be a member of HOSA, registered on a chapter roster, no later than January 1 if the member is enrolled in the Fall semester; Spring enrollees must be affiliated by March 1 or within thirty (30) days of the beginning of a program initiated during the Spring semester.
   • Chartered associations determine and publish specific competition eligibility deadlines.
   • All participants must adhere to the eligibility requirements as specified in the individual Competitive Event Guidelines.
   • Members are not eligible for competition at the ILC if they are not affiliated with HOSA-Future Health Professionals prior to their respective chartered association’s leadership conference.

6. Competitive event participants must be registered for HOSA’s International Leadership Conference by May 15th. Registered participants may be dropped, or other eligible students may be substituted, until the state advisor has completed registering the chartered association with competitive events at the ILC. All participants are officially entered when the HOSA advisor (or his/her designee) verifies the chartered association’s registration.

7. Individual and team participants must have competed in the same competitive event at the state (country) level for which they are entered at the international level. The competition must have taken place in the school year immediately preceding the HOSA International Leadership Conference. (Substitutes on a team are not required to have competed in the event at the state/country level.)

8. HOSA members may enter only one competitive event in competition at the ILC. In addition, competitors may participate in as many Recognition Category Events as they wish.

9. Event status. Skill events must have a minimum of three (3) states and nine (9) total competitors (Secondary and Post-secondary/collegiate) in order to have the skills procedures implemented at the ILC the following year. Events not meeting these criteria will have a written test only. This written test will include clinical written application or scenarios. For the Middle School division, all
events must have a minimum of three (3) states and three (3) total competitors in order to have the event implemented at the international level the following year. The event status will be evaluated annually.

10. In Recognition events, each chartered association may register the following number of competitors:
   - **Outstanding HOSA Chapter**: All chartered association Outstanding HOSA Chapter earners.
   - **Healthcare Issue Exam**: 25% of the ILC student delegates from the previous year.
   - **HOSA Service Project**: One per chapter.
   - **Barbara James Service Award**: Unlimited
   - **HOSA Happenings**: One per chapter
   - **Outstanding HOSA Leader**: One per chartered association.
   - **MRC Volunteer Recognition**: Unlimited.
   - **Outstanding HOSA Achievement**: One per chartered association.

11. All HOSA competitors must be active members of HOSA in good standing as established by HOSA-Future Health Professionals. In good standing means that they must have a minimum of five (5) members in their chapter, an advisor, and their affiliation fees paid in full.

**Equipment**
12. **Failure to Bring Equipment** - Competitors who fail to bring the required material/equipment as specified in the Competitive Event guidelines for any skill/procedure used in any event will be allowed to compete but will not earn points for all or part of the procedure(s) that require the missing material/equipment.

13. **Equipment Failure** - It is the competitor's responsibility to assure that the equipment they bring to the event and use as a part of the event is in good working order. Equipment failure (when the equipment is provided by the competitor) may result in an inability to judge all or part of an event that involves the use of equipment. This includes battery operated laptops.

14. **Podium** - When a podium is provided during an event, the use of the podium by the competitor(s) is optional.

**Ethics**
15. **Appointment times are given to competitors in many HOSA events to avoid detaining competitors in holding rooms for long periods of time.** Professional ethics demand that competitors DO NOT discuss or reveal the secret topic or scenario for ANY event until after the event has concluded.

16. **Ethics and Integrity** – As future health professionals, HOSA members are held to a higher standard in regard to their ethical behavior as competitors. HOSA members should follow the HOSA rules and act with honor at all times. Plagiarism, copyright violation and falsification of information are prohibited. Any attempt to gain an unfair advantage will not be tolerated. Violation of the ethics rules will be severely penalized.

17. **Code of Conduct** - Any competitor who violates the HOSA Code of Conduct during the course of HOSA's International Leadership Conference may forfeit any award won during the conference.

**Event Content**
18. **Independent Work** - Except for team events, competitors must work independently, without assistance from judges, teachers, fellow students or observers. Any attempt to gain an unfair advantage will be considered a violation of Rule #16.

19. **Content Selection** - Competitors should use good judgment and discretion when planning event content. Procedures, demonstrations, displays or speeches with content that could be interpreted as insensitive, invasive, or of a highly personal nature should be avoided.

20. **Changing Event Content** – When advancing from one level of competition to the next (such as from state/country to international competitive events), except where expressly prohibited,
competitors are allowed to change/improve their speech, notebook, scrapbook, portfolio, or any other event products as a part of the competitive event.

21. **Notebook Page Clarification** - When a section of a notebook or portfolio indicates a range of pages, if a competitor uses fewer than the maximum number of pages, he/she CANNOT add pages in another section.

22. **Material Submission** - Unless otherwise noted in the event guidelines, all copies and materials submitted at the International Leadership Conference as part of the HOSA Competitive Events program become the property of HOSA-Future Health Professionals. Submission of materials implies consent for HOSA and/or affiliated partners, with HOSA’s permission, to publish materials in newsletters, websites, blog posts, social media etc. as deemed appropriate to help market and promote HOSA and/or its partners. HOSA does not sell competitor information or materials to 3rd party vendors.

### Judging

23. **Rating Sheets and Test Scores** - Participant rating sheets and test scores are the property of HOSA-Future Health Professionals and will NOT be returned or released.

24. **Consensus Policy** - After individually rating competitors, Judges MAY compare ratings before turning in the rating forms. If the point spread is greater than ten (10) points, judges MAY discuss why they rated the way they did and MAY choose to adjust their score, if needed.

25. **Communication Rule** – It is the competitor’s responsibility to communicate fully and effectively with judges. In spelling events, this may include verbalizing capitalization, separate words, and punctuation. For skill events, this may include “thinking out loud” so that judges are clear on why the competitors are doing what they are doing.

26. **Judge Interaction** – The distribution of event samples, materials, gifts, or thank you notes to judges, other than those materials specified in the event guidelines for judges to review, is NOT permitted.

### Divisions of Competition

27. **Definition of divisions** - The official definition for middle school, secondary and postsecondary/collegiate members of HOSA, for the purposes of Competitive Events registration and participation, is:

- **Middle School (MS)** - A middle school student is one who: a) is enrolled in a state-approved health science program or is planning to pursue a career in the health professions; and b) has not been promoted to a secondary institution (grades 9-12) prior to the state’s/country’s annual conference. He/she must be in grades 6-8.

- **Secondary (SS)** - The Secondary Division shall be composed of secondary students at the junior high (9th grade) or high school level (9th – 12th).

- **Postsecondary/Collegiate (PS/C)** - The Postsecondary/Collegiate Division shall be composed of undergraduate students who (a) are enrolled in a state-approved postsecondary program at the community college level or college level program; (b) have received a high-school diploma (or its equivalent) or (c) have been out of the continuous, sequential educational system prior to the current enrollment for two or more years prior to the current year’s HOSA International Leadership Conference and/or enrolled in a health career program in pursuit of a baccalaureate degree.

28. **Sections** - Separate sections of each event shall be conducted for middle school, secondary and postsecondary/collegiate unless stated otherwise. Competitors/teams may have the same section number or may demonstrate their skills for the same judges, but the divisions will not compete against each other. Individual and team competitor numbers will be randomly assigned by the computer.
29. **Topics** - Secret topics, tests, and event procedures will be the same for all levels (MS, SS and PSC) in the same event, unless otherwise noted.

**Point Deductions**

30. **Event Time** - All competitors must be at their competitive event at the designated time and place. For non-testing events, ten (10) penalty points may be assessed if the competitor is more than 5 minutes late to their appointed time. For HOSA Bowl and Biomedical Debate, which require a paired match-up, if a team is more than 5 minutes late to their round two appointed time, the team forfeits their right to compete and an alternate team will be invited to compete. For testing events, refer to GRR #46. For possible special circumstances, prior arrangements must be made by the State Advisor through HOSA Management.

31. **FAILURE TO ATTEND THE EVENT ORIENTATION** may result in the loss of ten (10) points. Registered participants must attend the entire scheduled orientation session at the International Leadership Conference for the event(s) in which they are competing. Check guidelines for events that do not allow a proxy. A proxy may be an advisor or student who is qualified to communicate to the competitor the information shared at this orientation. A completed proxy form is required (Appendix C). At least one (1) team member must attend the entire orientation for team events. When a team member is representing others on a team, he/she must bring a completed proxy form.

All competitors must be present at the orientation for those events in which the orientation includes a Round One or other event component.

32. **Event Guidelines at Orientation** – Event personnel often refer to the event guidelines during the event orientation, and for that reason, competitors are required to bring a print or electronic copy of the guidelines (at least one copy per team) to the event orientation. Failure to bring the guidelines to the event orientation will result in a five (5) point penalty. Competitors are not required to bring their guidelines to any activity beyond their event orientation.

33. **Penalty Points** - If judges feel there is a rule infraction that is not addressed in the written guidelines or processes, they may assess penalty points after consultation with HOSA CE Management. If the competitor is stopped at the time limit for any event, there is no additional penalty.

**Sections**

34. **Number of Sections** - The Competitive Events Management Team will determine whether (and how many) sections will be scheduled for each Competitive Event at the HOSA ILC according to the number of registered participants.

35. **Fairness Between Sections** - A mathematical formula – called standard deviation - will be used for multiple sections in selected events. The computer adjusts the judge’s scores to account for judging differences, such that all sections are considered to be mathematically equal. Such a process provides a statistically fair method for evaluating students in multiple sections with multiple sets of judges. The formula can be found in the HOSA Handbook, Section B – Appendix A.

**Skill Events**

36. **Scenario Development** - The Competitive Events Management Team will determine which skills are to be performed for skill events, based upon criteria which include space arrangements and condition of available sites, availability of equipment and similar factors pertaining to operation of these events in a particular year.

37. **Points and Time with Combined Skills** - When multiple skills are used and steps in skills are duplicated on the rating sheet but not in practice, points will be awarded one time only. In such cases, the amount of time allowed for the total skill may be adjusted by the Competitive Events Management Team. Competitors would be notified of total time allowed via the written scenario. For example, in CPR/First Aid - If a victim has a burn and fracture, the competitor would only call 911 one time and would only receive points for that step one time.
38. **Skill Event Scenarios** – Events that require the performance of a health-related skill use a written scenario to give information to the competitor about the setting and skill to be performed. The timing of the skill performance begins when the competitor (team) is given the scenario. Competitors must read quickly and begin the skill performance promptly. Competitors may keep the written copy of the scenario as a reference as needed during the performance of the judged skill. For events that use a scenario (Life Support Skills and Personal Care), and are specifically for competitors with special needs, the scenario will be read out loud to all competitors.

39. **Off-site Events** - Due to the distance between the hotels and skill event sites in some skill events, competitors should be prepared for an extended stay. It is strongly suggested that competitors bring recreational materials. Food and/or snacks may be available for purchase at the sites if at all possible. Just in case, the competitor should be prepared and have his/her own snacks available.

40. **Highest Level of Training** – Competitors should compete in skill events at the highest level of training. An example would be students enrolled in Emergency Medical Technician course should compete in the Emergency Medical Technician event and not in the CPR/First Aid event.

41. **Highest Standard of Care** - In the performance of a skill scenario, competitors are required to follow the highest standard of care when treating victims/patients. Competitors should follow the steps on the rating sheets unless the highest standard of care required differs from the steps on the rating sheet. Judges will know when the treatment of victims/patients differs slightly from the rating sheet, and when the competitors provide medically acceptable care, and will award points accordingly.

42. **Mercury & Latex Exclusion** - HOSA does not use thermometers, sphygmomanometers, or any other equipment that contains mercury. HOSA does not use latex gloves and competitors with latex allergies are requested to notify event personnel.

43. **Study materials** may be used in holding rooms, at the event site, and on event buses to skill sites, but may not be used during competition.

Team Events

44. **Substitutions** - A team event must include at least 25% of the members who were members of the winning team at the state/country level. Other "qualified" student members may be substituted or added in the remaining team positions so that the number of team members is consistent with the rules for that event. (Qualified is defined as any active HOSA member, and may include members from other chapters. Substitutes on a team are not required to have competed in the event at the state/country level.)

45. **Minimum Team Members** - Teams may not compete with less than the minimum number of team members.

Tests

46. **Late to Test** - For all written tests, a competitor who is late to the orientation/event will be allowed to take the test. The competitor will stop when all other test-takers are stopped and will not receive the full time for taking the test.

47. **Higher-Order Thinking Skills** - Written tests will measure knowledge and understanding at the recall, application or analysis levels. Higher-order thinking skills will be incorporated as appropriate.

48. **Use of Calculators** - Competitors may NOT use calculators when taking any written test, unless permitted in the individual event guidelines.

49. **Test Security** – Tests and word lists for HOSA-Future Health Professionals competitive events are developed from the HOSA secure test bank for that event. At all levels, HOSA tests are the
property of HOSA-Future Health Professionals and should never be taken, copied, or shared with HOSA members or chapter advisors. HOSA tests are provided exclusively for use by chartered associations in good standing for their competitive events and at the ILC.

50. **Test Plan and Resources** – The test plan and list of resources in the guidelines are designed to help the competitor prepare for the test. Approved chartered associations have the option of using the previous year’s ILC tests for their competition use, and the previous year’s tests for Regional/Area events. For that reason, tests by chartered associations for their competition at all levels will reflect the test plan and/or resources from the previous year’s guidelines.

When a resource lists “latest edition”, this is the latest edition available as of the initial writing of the guidelines in August. Any edition released after that time will be used in the following year’s resource list. After the initial release, only editorial changes are made to guidelines, unless there is an error that would affect the outcome of the event or how competitors prepare. In this case, updated guidelines are posted online with a note to membership explaining any changes.

51. **New Testing Events** – For any new event that requires a 100-question test, the regional and chartered association tests will be 50 items for the first year.

52. **Pencils** – For all written tests it is the responsibility of the competitor to bring pencils to the event. Mechanical pencils are discouraged for use on Scantrons.

**Dress Code**


**Other**

54. **Inquiry Process** - A process is established to provide an opportunity for a competitive event participant to submit constructive inquiries and recommendations to the Competitive Events Management Team at HOSA’s International Leadership Conference via completion of a “Competitive Event Inquiry Form.” This completed form must be signed by the HOSA competitor and the HOSA State Advisor and turned in to Competitive Events Headquarters within two (2) hours after the competitive event concludes (see Appendix B).

55. **Personal Articles** - Competitors will be asked to place personal articles (purses, bags) under their chair during a test or an event. They may not obtain anything from their personal article until the test/event is complete. Event personnel will NOT collect or hold competitors’ personal articles during an event.

56. **Introductions** - For events with judges, competitors (teams) will be introduced to the judges by the Section Leader. At the ILC, for individual events, competitors are usually introduced by name and ID number. For team events, teams are usually introduced by school and ID number.

57. **Observers** - There will be no observers in any of the events at the ILC except for the semi-finals and finals of HOSA Bowl. Demonstration and Pilot events may allow observers. Additionally, the HOSA conference photographer is allowed in event rooms, as applicable.

58. **Extenuating Circumstances** – It is the intention of HOSA to fairly and consistently enforce all rules and event guidelines. On rare occasions when circumstances are beyond the control of the competitor, such as a canceled flight, a rule can be appealed to the Competitive Events Management Team.
REGIONAL AND STATE
COMPETITIVE EVENTS
Regional Assignments by County

Counties assigned to Northern Regional Conference

- Bergen County
- Essex County
- Hudson County
- Hunterdon County
- Middlesex County
- Morris County
- Passaic County
- Somerset County
- Sussex County
- Union County
- Warren County

Counties assigned to Southern Regional Conference

- Atlantic County
- Burlington County
- Camden County
- Cape May County
- Cumberland County
- Gloucester County
- Mercer County
- Monmouth County
- Ocean County
- Salem County
Regional Conference Competitive Events

PLEASE CHECK COMPETITIVE EVENT CODES CAREFULLY. The events and codes are in accordance with National HOSA’s 2018-2019 New Competitive Events Handbook Section B. These codes must be used for registration for the Regional, State and National competitive events.

<table>
<thead>
<tr>
<th>COMPETITIVE EVENT</th>
<th>EVENT CODE</th>
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<tbody>
<tr>
<td>HEALTH SCIENCE EVENTS</td>
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<tr>
<td>Dental Terminology</td>
<td>DT</td>
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<tr>
<td>Medical Spelling (written test only at regional level)</td>
<td>MS</td>
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<tr>
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<tr>
<td>*Medical Terminology/Abbreviations <strong>(Level 2/ NJ Event Only)</strong></td>
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<tr>
<td>Medical Math</td>
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<td>Knowledge Tests</td>
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<tr>
<td>Behavioral Health</td>
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<td>Human Growth and Development</td>
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<td>Medical Law and Ethics</td>
<td>KM</td>
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<tr>
<td>Nutrition</td>
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<tr>
<td>Pathophysiology</td>
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<tr>
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<tr>
<td>Transcultural Health Care</td>
<td>KT</td>
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<tr>
<td>HEALTH PROFESSIONS EVENTS</td>
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<tr>
<td>Dental Science</td>
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<td>Home Health Aide</td>
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<tr>
<td>Medical Assisting</td>
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<tr>
<td>Nursing Assisting</td>
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<tr>
<td>*Personal Care <strong>(Level 2)</strong></td>
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<tr>
<td>Sports Medicine</td>
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<tr>
<td>EMERGENCY PREPAREDNESS EVENTS</td>
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<tr>
<td>CPR/First Aid (only (1) team per chapter)</td>
<td>CP</td>
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<td>EMT (only (1) team per chapter)</td>
<td>EM</td>
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<tr>
<td>*Life Support Skills <strong>(Level 2)</strong></td>
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<td>LEADERSHIP EVENTS</td>
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<td>Extemporaneous Writing</td>
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<td>*Interviewing Skills <strong>(Level 2)</strong></td>
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<td>Job Seeking Skills</td>
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<tr>
<td>Prepared Speaking</td>
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<tr>
<td>Researched Persuasive Speaking</td>
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<tr>
<td>*Speaking Skills <strong>(Level 2)</strong></td>
<td>SS</td>
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</tbody>
</table>

*All Level 2 events require a Student Eligibility form.

Please note that NJ HOSA does not offer every competitive event offered by National HOSA. Information for each competitive event can be found on the National HOSA web site: http://www.hosa.org/natorg/sectb/index.html.
State Conference Guidelines

1. **Secondary and Post-Secondary students may compete at the State Conference.**

2. In order to compete in Health Science, Health Professions, Emergency Preparedness and Leadership Events at the State Conference, a secondary student must place in the top 5 in those categories at the Regional Conference.

3. The top 5 winners at the Regional Conference in Health Science, Health Professions, Emergency Preparedness and Leadership Events will compete in the same event at the state level. They cannot change events.

4. If a secondary student enters an event in Health Science, Health Professions, Emergency Preparedness or Leadership and does not place in the top 5 at the Regional Conference, the student may enter a Recognition Event and/or Teamwork Event (HB, PP, CS, CD, BD, PA only) at the State Conference.

5. Secondary and Post-secondary students may compete in a **Recognition Event** in addition to their competitive event.

6. Post-secondary students may only enter one event at the NJ HOSA State Conference in Health Science, Health Professions, Emergency Preparedness, Leadership or Teamwork Events, in addition to the previously stated Recognition Event.

7. **One Per Ten rule:** the ratio for competition is one student per event for every ten student members. Exceptions for small chapters: chapters with up to 15 members may have 1 student per event. Chapters with between 16 and 29 members may have 2 students per event.

8. Students must achieve a combined total score of 70% in order to be recognized in the top 5 at the State Conference.

9. Only the top 3 winners from the State Conference are eligible to compete at the National Conference. However, winners must comply with their individual school’s rules regarding eligibility to attend the National Leadership Conference.

10. Students who place 4th or 5th may not take the place of any of the top 3 winners.

11. Only one team, per Chapter, per event may compete at the State Conference. This includes Emergency Preparedness and Teamwork Events.

12. **HOSA Bowl** – the written test will determine the top 6 teams who will proceed to the second round.

13. No alternates or substitutes will be permitted at the State Conference. Remember this when planning your team assignments. *(It is beneficial to register the maximum number of members in a team to allow them to still compete in the case one team member cannot attend the day of the conference.)*
14. All prejudged materials **MUST** be received by the date on the calendar for State Conference - no exceptions **SEND TO NJ HOSA OFFICE ONLY.**

15. Regional winners **must resubmit** their materials at the State Conference. Materials become the property of NJ HOSA. Competitors must keep copies of their submissions in the event they advance to nationals.

16. The NJ HOSA State Conference is held on two days. The State Advisor will determine the location and dates. For each competitive event, the written test and skill will be held on the same day. A ceremony will conclude each day with the awards being given for the events held during that day.

17. NJ HOSA uses the National HOSA’s Online Conference Management System. To register for all NJ HOSA Conferences—you must register online. Please recheck the spelling of all students’ names and event assignments before submitting. *Printed materials will be based on the registration*

18. All competitors must be members of New Jersey HOSA and National HOSA. All NJ HOSA members must follow the dress code in order to participate in the conference. Advisors are responsible to ensure that students adhere to the dress code and HOSA Code of Conduct.

19. All competitors are required to bring a copy of the event guidelines to their event/holding room. **There will be a 5 point penalty for failure to bring a copy of the event guidelines.** The guidelines are not considered study materials, and will be collected by the chairperson upon entering the room(s).

20. Evidence of plagiarism will result in disqualification. All work must be original work done by the competitor. Please make sure that competitors include Statement of Original Work and Release Form when required by competitive event.

21. **NO CELL PHONES ARE PERMITTED IN HOLDING ROOMS OR EVENT ROOMS!! NO EXCEPTIONS.** Students who compete in job seeking skills/interviewing skills may not use cell phones to reference phones numbers for applications.

22. Extemporaneous Health Poster is the ONLY event permitted to have electronic audio devices such as i-PODs and MP3 players. No electronic devices are permitted in any other events’ holding or event room.

23. No study materials are allowed in any holding rooms. *Please refer to individual event guidelines for permissible items.*

24. All submitted competitive event materials become property of NJ HOSA and will not be returned, except for Career Health Display and Outstanding HOSA Chapter. Students must make copies of all items prior to submission.
SCHOLARSHIP APPLICATIONS AND GENERAL FORMS
The State Association of New Jersey HOSA has instituted educational scholarships. The purpose is to help further the education of worthy members of New Jersey HOSA. Applications and supporting materials will be reviewed and rated by a committee established by the NJ HOSA State Advisor.

This application is available for download at www.njhosa.org.

Please see NJ HOSA Calendar Application Deadline Date. Send all applications and required documentation to:

Dr. Gene Napoliello
NJ HOSA Program
c/o MCVTS
112 Rues Lane, Room 114
East Brunswick, NJ 08816

NOTE: It is the responsibility of the scholarship winner to complete the form given to them at the awards ceremony and return it to the NJ HOSA State Advisor.

The number of scholarships and amount awarded may vary each year depending on available funds.
CRITERIA

The following criteria are the same for all scholarships:

1. Secondary students should be completing their senior year in high school and contemplating post-secondary education.
2. Post-secondary students should be completing their program and contemplating further education.
3. Be an active member of New Jersey and National HOSA.
4. Be involved in community service.
5. Demonstrate outstanding qualities of character and leadership.
7. Submit an official transcript and verification of grades from the school's guidance department.
8. Submit an essay that covers the following points:
   a. Why you chose or are choosing a health care field.
   b. An indication of your need for this scholarship.
   c. Your interests, hobbies, abilities, etc.
   d. How you feel HOSA activities have helped you.
   e. Community service activities.
   f. Anything else of interest about yourself that may support your application.
9. Submit three (3) recommendations:
   One (1) from your advisor
   Two (2) from other sources
      i.e. Guidance counselor, Teacher (other than your advisor), Principal, Employer, or Other
      No references may be from family members.
10. Provide proof of application to or acceptance into an appropriate program.
11. Participate in a scholarship interview.
12. The scholarship committee relies on the application and materials provided in the application packet, as well as the interview.
13. A parent or guardian must sign the application (if student is under 18 years of age).
All the information listed must be included in your application packet:

<table>
<thead>
<tr>
<th>Item</th>
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<tr>
<td>Scholarship Data Sheet</td>
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<tr>
<td>Application</td>
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<td>Personal Essay</td>
<td>________</td>
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<td>Official Transcript &amp; Grade Verification</td>
<td>________</td>
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<tr>
<td>(3) Letters of Recommendation</td>
<td>________</td>
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<tr>
<td>Proof of Application or Acceptance</td>
<td>________</td>
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<td>Proper Signatures</td>
<td>________</td>
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<tr>
<td>Participation in Scholarship Interviews</td>
<td>________</td>
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</tbody>
</table>

(Saturday at State Leadership Conference)

*If your application packet is incomplete, you will not be considered for a scholarship award.
Please read the application carefully and answer all questions. All the information given in the application, including academic performance records, are kept strictly confidential. Application must be signed and completed in its entirety to be considered for award by NJHOSA.

TYPE THE FOLLOWING INFORMATION:

Academic Year: ___________ to ___________ Date of Application: ______________

Applicant’s Name: ____________________________

Home Address: _____________________________________________________________

(Street Address/Apt #)

__________________________ ____________________________ ____________
(City) (State) (Zip)

Home Phone: ____________________________

Date of Birth: _______________ Social Security #: ___________ - - -

School: ____________________________ Graduation Date: ______________

Program in which you are enrolled: ____________________________

College or Institutions applied to:

1st choice: ____________________________ Accepted ______ Rejected ______ Have not heard ______

2nd choice: ____________________________ Accepted ______ Rejected ______ Have not heard ______

3rd choice: ____________________________ Accepted ______ Rejected ______ Have not heard ______

If you have been accepted, complete the information for the school that you will be attending in the coming year.

School Name: ____________________________

Address: ____________________________

__________________________ ____________________________ ____________
(City) (State) (Zip)

Prospective Major: ____________________________

Career Choice: ____________________________

SCHOLARSHIP AND FINANCIAL AID APPLIED FOR:

List all other scholarships/financial aid applied for and indicate if received below:

1. ____________________________ 3. ____________________________

2. ____________________________ 4. ____________________________
HOSA INFORMATION

Name of Local Chapter: ________________________________________________

Number of years in HOSA: ___________________________________________

Offices held in HOSA: _______________________________________________

List the HOSA activities in which you have been involved:

1. __________________________________________  4. __________________________
2. __________________________________________  5. __________________________
3. __________________________________________  6. __________________________

(You may give more details on a separate sheet)

HOSA Competitions:
List the competitive events you have entered

1. __________________________________________  4. __________________________
2. __________________________________________  5. __________________________
3. __________________________________________  6. __________________________

HOSA Awards and Honors:

1. __________________________________________  4. __________________________
2. __________________________________________  5. __________________________
3. __________________________________________  6. __________________________

Other Activities (School, Community or Social):

1. __________________________________________  3. __________________________
2. __________________________________________  4. __________________________

Offices held in other organizations

1. __________________________________________  2. __________________________
Employment or positions held while enrolled in the Health Occupations Education Program:

Employer: ____________________________________________________
Supervisor: __________________________________________________
Job Title: _____________________________________________________
Dates: ________________________________________________________

I attest that all the information in this application is true to the best of my knowledge.

Signature of Applicant__________________________________________ Date________________
Signature of Parent/Guardian____________________________________ Date________________
There is a maximum of 5 students from each school district permitted to run for office. The selection process of the 5 candidates will be determined by the chapter school. The chapter advisor will be responsible for submitting the selected application to the NJ HOSA Office by the application deadline on the NJ HOSA calendar.

1. Students are to complete the state officer application and an agreement with the required signatures.

2. Submit your application for one of the following offices. (The Bylaws and a description of each office’s duties and responsibilities can be found on page 4 of this application.)

   President-Elect (Serve 2nd year as President)  
   Parliamentarian 
   Historian/Reporter  
   Secretary/Treasurer 
   Northern Regional Vice President 
   Member-at-Large 
   Southern Regional Vice President

3. Students are to type the following.
   a) A two hundred word essay on the topic: “HOSA – What it means to me and what contributions I expect to make to the state organization.”
   b) Ten (10) brief facts about the HOSA organization.
   c) Identify and define five (5) parliamentary terms.
   d) State and define five (5) motions as described in Roberts Rules of Order, Newly Revised Edition.

4. Completed application and Items 3 (a), (b), (c) and (d) are to be submitted to the NJ HOSA office by the deadline date on the calendar.

5. All nominees will be required to attend the January Executive Council Meeting, where they will take a State Officer test and be interviewed.

6. If you have any questions, please call the NJ HOSA office.

7. Each candidate will be required to attend both days at the State Conference and follow the NJ HOSA State Officer campaign guidelines.

8. Each candidate will give a 1 minute campaign speech during the NJ State Conference. Voting will follow.

9. Campaign materials cannot be posted at the election site. Hand-outs and flyers may be given to voting delegates attending the conference, but may not be found throughout the area. If you have any questions, contact the NJ HOSA office.
2019-2020 State Officer
Candidate Application
(Please Type All Information)

Name: ________________________________
Date of Application: ___________________

Candidacy Position: ___________________

Grade Level: __________________________

Chapter Number: _______________________}

Home Address: _________________________
School Phone: _________________________

City: __________ State: __________ Zip: __________

Home Phone: _________________________

Grade Point Average: ___________________

E-mail: _______________________________

HOSA Offices Held (State and Local): ________________________________

HOSA Honor or Awards: ________________________________

Membership in Other Organizations: ________________________________

Office’s Held in other organizations: ________________________________

Other Activities: ________________________________

Special Skills: ________________________________
OFFICER CANDIDATE AGREEMENT

Name ___________________________ Candidacy Position: ___________________________

Date ____________________________

School ___________________________________________ Chapter # __________

1) HOSA State Officer Candidates must conduct themselves in a mature manner at all times. State Officers represent New Jersey HOSA and are expected to wear proper HOSA attire at all functions.

2) Great care should be taken in the selection of State Officers. An officer must be neat, honest, intelligent and responsible, with a well-developed sense of right and wrong and the willingness to maintain the integrity of HOSA and their office. They must have the fortitude to carry out all obligations even when alone.

3) A candidate for State Office must represent NJ HOSA.

4) If elected, the student officer candidate must exhibit professional behavior and abide by the HOSA Code of Conduct.

5) It is imperative that all candidates be on time for all appointments and will participate in all activities and commitments.

6) A New Jersey HOSA State Officer sets an example for others. They must act in such a way as to bring credit to HOSA, the chapter and advisor that they represent. This applies to the use of alcohol and drugs; their use is strictly forbidden.

7) State Officers must attend all planned activities. Each Chapter advisor or (in an emergency) a qualified representative will chaperone their student (State Officer) to all activities. The state officers MUST attend the State Officer Leadership Training Session, ALL executive council meetings, and ALL regional and state conferences. (Advisor initials ____________)
   a. State Executive Council Meetings - scheduled one day every month. Officers are only permitted to miss one executive meeting during their term and must provide written documentation as to the extenuating circumstances of their absence. The school administration is responsible to ensure that the candidate(s) has a means of transportation for all Executive Council Meetings. (Advisor initials______________, Principal/Superintendent initials______________)
   b. State Officer Leadership Training - held at the May Executive Council Meeting. No student will be permitted to serve as an officer if they do not attend this training. (Advisor initials______________)

8) The school administration must be made aware of the State Officer Candidate's interest in running for a position and be supportive of the student's activities and required travel. The school administration is responsible to ensure that the candidate(s) has a means of transportation for all Executive Council Meetings and a chaperone. (Principal/Superintendent initials_________)

(Signature)
If you are willing to abide by the above statements and believe in the goals of HOSA, sign below indicating your agreement to conduct yourself as described above. Please secure the required signatures as indicated below.

Student Signature

Parent/Guardian Signature
Signature
(If under age 18)

Chapter Advisor (Please initial #7, 7a & 7b)

School Principal or Superintendent
(Please initial #7a & 8)
DUTIES AND RESPONSIBILITIES FOR NJ HOSA STATE OFFICER EXECUTIVE COUNCIL

ALL EXECUTIVE COUNCIL MEMBERS

All NJ HOSA Executive Council members must attend monthly HOSA meetings. Council members must also represent the HOSA membership by attending the Fall Leadership Conference, Regional Conference and State Conference. Please refer to NJ HOSA calendar for dates and times. Proper HOSA attire is mandatory for above mentioned meetings and conferences.

PRESIDENT

The President's position is one of organization and leadership. It is the president's responsibility to see that the organization meets the established goals. Listed are some duties of the president.

1. Know the group and their abilities. Involve as many members in various activities as possible.
2. Keeps the organization moving in an enthusiastic manner, encouraging others to become interested.
3. Coordinate efforts by keeping in touch with all officers, members and advisors.
4. Preside over and conduct meetings according to parliamentary procedure.
5. Keep members, officers and advisors on the subject and within time limits at all meetings.
6. Represent the organization at special functions and events. The president should represent the group by speaking at various functions when requested, always portraying the thoughts of the membership, not the thoughts of the officer team.
7. Call special meetings if necessary.
8. Become the link between the state officer team, the NJ HOSA State Advisor and the Department of Education. The President represents NJ HOSA at VSO meetings and any other state meetings throughout the year.
9. Prepare and submit the meeting agenda to the State Advisor before each Council Meeting
10. Submit state officer reports as necessary.
11. Complete other duties as deemed necessary by the NJ HOSA State Advisor, VSO and other requested state meetings.

PRESIDENT-ELECT

The President-Elect's responsibilities are to be ready to take over for the president when necessary, oversee committees and provide assistance when needed. This officer will trained by the State President and staff to prepare for their following term as State President. Listed are some duties of the vice president.

1. Assist with planning and executing regional and state conference.
2. Provide assistance to the local HOSA chapters in the state.
3. Complete other duties as deemed necessary by the NJ HOSA State Advisor.
4. Submit state officer reports as necessary

REGIONAL AND POSTSECONDARY/ COLLEGIATE VICE PRESIDENTS

The Regional and Postsecondary/Collegiate Vice Presidents' responsibilities are to keep communication open within their region. To keep the president and executive council aware of HOSA activities within the region. Listed are some duties of Regional and Post Secondary Vice Presidents.

1. Assist in planning and executing regional activities and conferences.
2. Provide assistance to the local HOSA chapters in the state.
3. Keep open communications between regions.
4. Plan new activities for regions.
5. Submit regional activities to the historian reporter.
6. Complete other duties as deemed necessary by the NJ HOSA State Advisor.
7. Submit state officer reports as necessary.

SECRETARY / TREASURER

A Secretary/Treasurer should be aware of all chapter, organization and committee actions. Listed are some duties of recording/corresponding secretary/treasurer.

1. Prepare and submit all minutes of the meetings ten days after the scheduled meeting date to NJ HOSA State Advisor.
2. Prepare official correspondences for NJ HOSA, including invitations, letters, thank-yous, etc.
3. Keep a file of all minutes and letters sent to NJ State HOSA.
4. Keep an accurate record of all financial reports.
5. All letters sent to a local chapter, state department, or any other organization must be copied to the NJ HOSA state office.
6. Complete other duties as deemed necessary by the NJ HOSA State Advisor.
7. Submit state officer reports as necessary.

HISTORIAN/ REPORTER

The Historian/Reporter has the responsibility to inform the membership about NJ HOSA activities. Listed are some duties of the Historian/Reporter:

1. Submit articles/pictures to National HOSA for publication.
2. Take pictures of events during the year.
3. Gather news and report it to the State Organization for possible use in publications.
4. Prepare a state newsletter for distribution to local chapters, at least three times a year.
5. Provide continuity between present and future members of the organization by keeping complete records of events of importance to NJ HOSA.
6. Complete other duties as deemed necessary by the NJ HOSA State Advisor.
7. Submit state officer reports as necessary.
PARLIAMENTARIAN

It is the Parliamentarian’s responsibility to keep meetings on task by using parliamentary procedure. Listed are some duties of the parliamentarian.

1. Answer questions about the correct use of parliamentary procedure.
2. Have a copy of Roberts Rules of Order, Newly Revised, at all meetings.
3. Work closely with other officers to ensure that meetings are conducted in an organized manner.
4. Protect the rights of each individual.
5. Make sure that the will of the majority is carried out and the rights of the minority are preserved.

MEMBER-AT-LARGE

It is the responsibility of the Member-at-Large to act as a voice for all members of NJ HOSA. It shall also be his/her duty to serve on special committees as directed by the President. Listed are some duties of the Member-at-Large.

1. Contact chapters throughout the state to foster open communications.
2. Establish a smooth working relationship between secondary and postsecondary/collegiate divisions.
3. Notify the Executive Council of any problems or concerns voiced by members throughout the state.
4. Complete other duties as deemed necessary by the NJ HOSA State Advisor.
5. Submit state officer reports as necessary.
STATE OFFICER CAMPAIGNING GUIDELINES

To serve as a state officer is a privilege. Leaders lead by example and set the professional tone for members to follow. The following are guidelines for campaigning and for serving as a state officer if elected. You are obligated to follow these guidelines.

1. All candidates must attend both days of the State Conference and be dressed appropriately in HOSA attire or business attire as noted on the attached document. Failure to comply with the attendance or dress code will mean you are disqualified from the election.

2. All candidates will present a ONE MINUTE speech during the opening ceremony both days. Your advisor must approve your speech. You will be stopped at 1 minute; no props of any kind are allowed at the podium. The speech should focus on how you plan on serving NJ HOSA members if elected.

3. Candidates must campaign in the designated campaign area from 10 a.m. to 1 p.m. only. No other campaigning is allowed before or after the stated time frame. Each candidate will have one table for their campaign materials.

4. The candidate must be at their table OR have an alternate sitting in for you at the table at all times during the 10 a.m. to 1 p.m. time frame.

5. All campaign material- fliers, posters and any hand outs must be approved by your advisor. These items should be focused on you and how you plan to lead as a state officer if elected. Please avoid anything that might be considered to be offensive.

6. NO FOOD is allowed in the campaign area. NO candy, food of any kind, drinks or liquids of any kind are allowed.

7. There is NO electricity in the area so if you choose to bring electronic devices, they must be battery operated.

8. Due to the space allowed, please do not have music playing at your table. This is an opportunity to interact with others, not to entertain them.

9. You are 100% responsible for providing all campaign materials and must secure them before and after the campaign time frame.

10. Please do not spend a fortune on the campaign materials. You are there to meet and speak to others. This is not a competition to see who can spend the most money. What is important is your message about how you plan to “serve others through HOSA.”

11. You must be able to attend the one day training session in May and a monthly state officer meeting during the upcoming school year.
12. NO facial piercings are allowed during HOSA events including conferences and state meetings as they are not considered to be appropriate business attire. Post earrings only, no hoop or dangle earrings are allowed for the same reason.

I have read the above and understand the guidelines for campaigning as a state officer. I have retained a copy for my records.

__________________________________________    __________
Candidate Signature       Date

__________________________________________  __________
Advisor Signature       Date

______________________________________________________________
Name of School

Updated 12/17
NJ HOSA STATE OFFICER ELECTIONS

Campaign Information and Guidelines

Rules to remember:

1. All Candidates must be dressed in Official HOSA Uniform or Business Attire.

2. There is to be no campaigning at any location other than the designated campaign table.

3. Each State Officer Candidate must compose a goal statement/fact sheet. This sheet may be a maximum of two sides of one 8½" x 11" sheet of paper. The State Officer Candidate must submit a copy of the sheet and any slogan to be used during the campaign to the NJHOSA office before the state conference for prior approval.

4. Each candidate will be assigned a campaign table for the first and second day of the conference.

5. The candidate may place one sign no larger than 48" x 36" on the table.

6. No materials will be provided. (i.e. scissors, tape, tacks, easels, etc…)

7. The candidate must be present at his/her table Saturday and Sunday from 10 a.m. to 1 p.m. whenever he/she is not in a competitive event. If the candidate must leave to participate in a competitive event, he/she must assign a campaign representative to represent him/her and remain at the table.

8. The candidate may discuss goals and plans for the year at the table and hand out his/her goal/statement fact sheets.

9. Election campaign items such as flyers or giveaways may be distributed at his/her assigned campaign table. Candidates and their representative must remain at the table when campaigning. (Candy and food will not be permitted)

10. NO STATE OFFICER CAMPAIGNING WILL BE PERMITTED PRIOR TO THE STATE LEADERSHIP CONFERENCE.

11. It is the responsibility of each candidate to see that ALL campaign materials are picked up and removed from the conference facility.

12. All chapters are expected to encourage and observe good taste in the promotion of their candidates. Because of the "public eye" focused on this event annually, it is absolutely necessary that delegates reflect the conduct expected and desired in "putting our best foot forward."

13. Videos may not be presented in lieu of speeches.

Any violation of the above requirements, as determined by the State Advisor, will result in the disqualification of the officer candidate.
HELPFUL CAMPAIGN HINTS

Listed below are a few commonly asked questions for state officer candidates. We have provided some possible answers to these questions. The best hint that we can give you is to remember that the voting delegates are looking for a candidate with strong goals and the self-motivation to achieve those goals. They also want someone who can identify with the most NJ HOSA members. Someone who is a good public speaker and is natural and sincere in the way they conduct themselves.

What qualities does a state officer need?

- The ability to speak comfortably and effectively to any audience
- Strong goals for NJ HOSA
- Enthusiasm for themselves and NJ HOSA
- Motivation to achieve goals
- Self-confidence
- Good communication skills, both written and verbal
- A professional presence
- The understanding to help others believe in themselves and accomplish their goals

What does a successful state officer campaign consist of?

- Strong goals
- Effective communications with all NJ HOSA members
- Visibility to all members
- A strong theme, having one slogan and color scheme
- Strong support from your local chapter
- Detailed prior planning, planning ahead will get best prices on campaign material
- The availability of a handout with your goals on them
Code of Conduct/ Photo Release Form

for Members Attending any HOSA Events: Local, Regional, State or National

NJ HOSA Members are expected to abide by the rules and regulations in order to be a good representative of their Local, State, and National Chapters. All children, students, and adults who attend any NJ HOSA Conference require this form. No conference attendee is allowed to participate unless NJ HOSA receives this form. Parents and Chapter Advisors: Please make a copy of this completed form for your records.

(PLEASE PRINT)

Student Name: ____________________________

Home Address: ____________________________ City/State/Zip: ____________________________

Home Phone: ____________________________

School: ____________________________

Chapter Advisor: ____________________________ Chapter Number: ______

1. “My behavior at all times will be such that it reflects credit to me, my school/college, my state and HOSA”.

2. “I am expected to attend all business meetings, interest sessions and other scheduled activities.”

3. “I will attend all meetings on time.”

4. “I will attend all meals.”

5. “I will fraternize with people from the HOSA conference ONLY.”

6. “I am not to leave the hotel/school under any conditions without the advisor’s approval.”

7. “I will report any accidents, injuries or illnesses to my advisor immediately.”

8. “I will observe schedules.”

9. “I will not damage conference property. I am responsible for damage, stealing, or vandalism. I/my parents will be expected to pay for damages.”

10. “I will not purchase, sell, or use any alcohol, drugs, or narcotics during any HOSA activity.”

11. “I will observe smoking regulations.”

12. “I permit NJ HOSA to use video footage and photographs of me that may include name and school (if student is under the age of 18: my child) for publicity that might include but is not limited to: website, social networking sites, PowerPoint presentations, promotional videos, flyers and/or news publications.”

“I understand that if I violate this contract, I will be required to have a conference with my State and Local Advisors and will be subject to disciplinary action.”

__________________________  ____________________________
Signature of parent or guardian (if student is under the age of 18)  Date

__________________________  ____________________________
Participant’s Signature  Date

__________________________  ____________________________
Chapter Advisor’s Signature  Date
Medical Liability Release Form

Student Name __________________________________________________ Chapter # ______________________

Parent/Guardian Name: ____________________________ Parent/Guardian Cell# ______________________

Address
Street __________________________ City __________________________ State ______ Zip __________

Date of Birth ____________ Home Phone __________________________

Address
Street __________________________ City __________________________ State ______ Zip __________

Emergency Information:
Yes No
On Medication ________ ________
Allergies ________ ________
Medical Restrictions/Reactions ________ ________
Convulsions ________ ________
Blackouts ________ ________
Heart Lung Problems ________ ________
Physical Handicap ________ ________
Diseases of any kind ________ ________
Other ________ ________
If you answered yes to any of the above, please explain: __________________________________________

Medical Insurance Information:
Insurance Carrier __________________________ Name __________________________ Phone __________________________
Policy and Group Number ______________________________________________________________

Emergency Contacts:
1
Name __________________________ Relationship to Student __________________________ Phone __________

2
Name __________________________ Relationship to Student __________________________ Phone __________

Doctor Name __________________________ Address __________________________ Phone __________

In the event of an accident or illness:
I do ________ do not ________ authorize the advisor to secure the services of a physician and/or hospital.
I will ________ will not ________ incur the expenses for the necessary services.
I on behalf of __________________________ do absolve and release school officials, the chapter advisor, and
assigned State HOSA staff from any claims for personal injuries, which might be sustained while he/she is en route
to and from or during the sponsored activity.

__________________________________________ Date __________________________
Parent's/Guardian Signature

If over age 18 __________________________ Student's Signature
Responsibilities for Conducting Off-Campus Events for the HOSA Program

This form contains statements, which clearly delineate the responsibilities of school districts, which participate in NJ HOSA events. Please read the form carefully and fill in the information requested in the spaces provided. Finally, sign the form and return to:

NJ HOSA Program
c/o MCVTS
Dr. Gene Napoliello
112 Rues Lane, Room 114
East Brunswick, NJ 08816
Tel: 732-254-8700 ext. 1813

Role & Responsibility of NJ HOSA
The NJ HOSA state advisor assumes the role of event manager at a number of NJ HOSA student activities and is responsible for ensuring that the materials, facilities, equipment and schedules necessary to meet the event’s programmatic needs are provided. In accordance with New Jersey law, the NJ HOSA state advisor is not responsible for transporting, chaperoning, or supervising students during a school district’s off-campus events.

Responsibilities of Participating School Districts
School districts which send students to participate in NJ HOSA managed events assume full responsibility for student behavior, supervision and transportation. A school participates in these events as part of an approved education program for its students.

New Jersey State law requires that student conduct is governed by the full force of a school district’s rules and policies while the student is participating in school-sponsored events and activities on or off-campus. School district employees who serve as official chaperones during off-campus events are legally responsible for the conduct of the students. A participating school district’s policies governing student conduct and discipline during on-campus activities shall also govern student conduct and discipline during HOSA off-campus events. In the event that off-campus student conduct results in harm to self, others, or property, the law states that the student, student’s parents or guardians, and the school district will be legally responsible for the damages.

HOSA Chapter Advisors are responsible for their student’s Delegate Conduct Practices and Procedures Form and Parent Permission/Emergency Form. These forms are to be kept by the advisor during his/her stay at the conference.

School & Chapter #______________________________________________ Date________________
Teacher/Coordinator__________________________________________________________
Print Name________________________Signature
Principal__________________________
Print Name________________________Signature

In the event that we need to contact an administrator from your school district during a NJ HOSA student activity, please submit the following information:

Contact Name: __________________________________________________________

Telephone Number During School Hours_____________________________________

Telephone Number After School Hours______________________________________
HONORARY LIFETIME MEMBER
NOMINATION FORM

This shall be a person who has made a significant contribution to the New Jersey Association of HOSA.

Please include in your nomination narrative the following data:

A. Significant contributions to NJ HOSA at:
   • the local level
   • the regional level
   • the state level

B. Types of activities that have influenced the advancement of HOSA.

C. Any special projects the nominee has been involved in.

ALL NOMINATION FORMS ARE TO BE MAILED TO STATE HOSA ADVISOR AND MUST BE RECEIVED BY THE NJ HOSA CALENDAR DEADLINE.

SEND TO:
NJ HOSA Program
c/o MCVTS
Dr. Gene Napoletello
112 Rues Lane, Room 114
East Brunswick, NJ 08816
Tel: 732-254-8700 ext. 1813

Name of Candidate_________________________________________ Chapter #_________
Address__________________________
_____________________________________________________________________________
Phone__________________________
School__________________________
Health science program/class taught_______________________________________
Person nominating___________________________________________________________
Relationship to candidate____________________________________________________
Have known candidate_______ years.

PLEASE ATTACH NOMINATION NARRATIVE TO THIS FORM. Include contributions at local, state and national level – activities that have influenced the advancement of HOSA and special projects in which the nominee has been involved.
NJ HOSA BYLAWS

AND

History of HOSA
**PLEASE SEE BYLAWS AND HISTORY on
www.hosaofnj.org and www.hosa.org**
A Middlesex County Vocational and Technical Schools Program
Funded by the NJ Department of Education

THE HOSA
PROGRAM OF WORK
*PLEASE SEE SECTION C – PROGRAM OF WORK**