



STATE LEADERSHIP CONFERENCE

APRIL 13-15, 2022 | BOISE, IDAHO

registration guide

HOSA empowers HOSA-Future Health Professionals to become leaders in the global health community through education, collaboration, and experience.

Deadlines and checklist



IMPORTANT DATES

Feb.	March	March	March	April
1	1	13	25	13



Feb. 1

- ☐ Online national membership due

Feb. 1 to March 1

- ☐ State Leadership Conference (SLC) registration

March 1

- ☐ Identify online proctor on Idaho HOSA website
- ☐ Complete the Proctor Code of Ethics Form from the Idaho HOSA website and email it to [Jessie Kellogg](#).

March 7-25

- ☐ Online testing period

March 13

- ☐ Last day to submit hotel reservations/rooming lists

March 25

- ☐ State scholarship applications due on Tallo
- ☐ State officer application due on Tallo

April 13

- ☐ HOSA Happenings Portfolios due at Advisor Meeting
- ☐ Accommodation form(s) for IEP events (if applicable) due at Advisor Meeting
- ☐ Medical Liability/Code of Conduct Forms due at Advisor Meeting (keep a copy for yourself; if possible, email to [Jessie Kellogg](#) before the meeting)

Registration



Online registration

Registration opens Feb. 1, 2022, and closes at midnight Mountain Time on March 1, 2022.

Late registration is not accepted.

Registration fee

Registration is \$60 per student delegate, advisor, chaperone, or guest. Each chapter **MUST** collect their student fees and pay with a school check or credit card. There is no charge for State Officers.

Non-rooming fee—REDUCED!

\$15 per student delegate and advisor that does not stay at the conference hotel. Please indicate upon registration.

Payments

Make checks payable to:

Idaho HOSA

CTSO Accounting
650 W State St Ste 324
Boise ID 83702-5936

[Credit card payments](#)

Refunds

No refunds will be made for cancellations after midnight Mountain Time on March 20, 2022.

National affiliation

Chapters must be affiliated with National HOSA by Feb. 1, 2022.

Important notes

Advisors should ensure student names are spelled correctly in the online system. Idaho HOSA will not reprint name badges onsite for spelling errors.

Flag bearers

Identify two flag bearers to represent your chapter. They will present your school's flag/banner at the beginning of opening ceremonies. Be sure to bring your HOSA banner or sign. There will be designated seating for flag bearers during the opening session.

Voting delegates

Identify two voting delegates and two alternates from your chapter to vote for State Officers at the Delegate Assembly. Please have them register for the Organizational Leadership event.

Courtesy Corps

Interested students can volunteer for Courtesy Corps during registration. Students will be assigned as needed in one or more of the following areas: headquarters, HOSA store, workshops, keynote assistance, opening session, or closing session.

Online registration

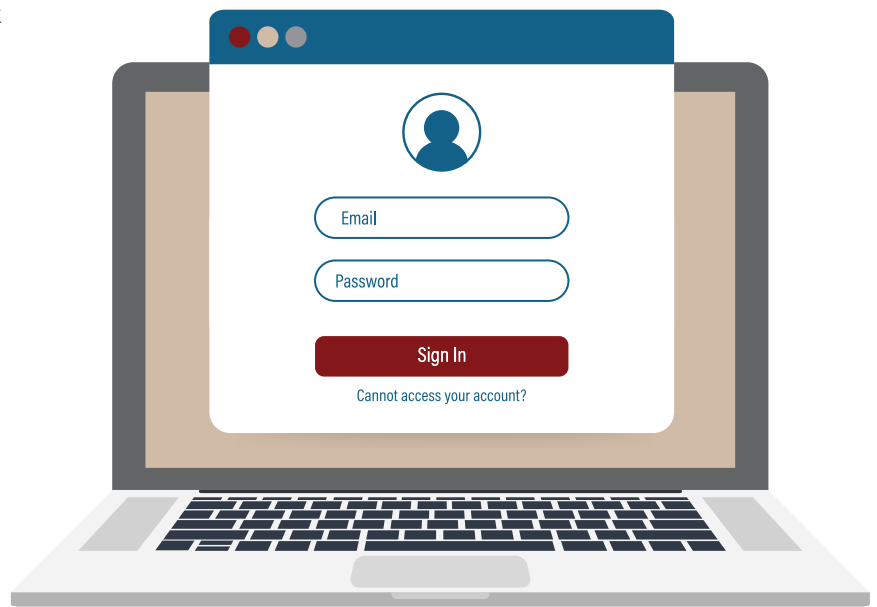


1. [Registration](#).
2. Log in as a Local Chapter Advisor using your affiliation login (charter #) and password. If you don't have your login or password, please contact Jessie Kellogg at jessie.kellogg@cte.idaho.gov or call 208-429-5526.
3. Select **Conference Registration**.
4. Select **21st Annual State Leadership Conference 2022**.
5. Select **Begin Registration**.
6. Select the name of your first participant and select **Register**. If their name doesn't show up, they are NOT affiliated with National HOSA. Complete the member affiliation, then try again.
7. Indicate the participant's gender.
8. Indicate whether the participant is a secondary or postsecondary student or advisor.
9. Note any dietary restrictions.
10. Advance to activities/options and select activities for that student.
11. Go to **Events** and select the competitive events in which the student will participate.
12. See [the rules](#) in the Events List 2022 to make sure your students are registered correctly.
13. Students may participate in as many recognition events as they choose.
14. Please indicate the team number for team events in the team number box.
15. Start numbering teams at #1 for each event (e.g., Team #1 in CPR/First Aid and another Team #1 in CERT Skills).
16. After registration for this student is complete, click **Submit**.
17. Repeat steps 3-10 for all SLC participants.
18. Register all advisors, chaperones and guests (registration fees will also apply).
19. After completing your online registration, mail a copy of your invoice and your school's payment to:

Idaho HOSA

CTSO Accounting
650 W State St Ste 324
Boise ID 83702-5936

Or [pay with a card](#).



Competitive event



Conference eligibility

Students must be affiliated and paid members to compete at SLC. To qualify to compete at the International Leadership Conference (ILC), students must place in the top three of their events and attend the closing awards ceremony. However, all delegates are eligible to attend ILC.

Substitutions

Substitutions may be made in accordance with regulations and policies, provided the student delegate meets the requirements of the SLC delegate, is entering the same event, and the state office receives the information by March 20, 2022.

Event finalist process

Certain competitive events consist of two rounds. Round one is a written, multiple-choice test of knowledge and understanding, and round two is a performance/skill. Results are posted on the first day of the conference. Only the top-scoring competitors may proceed to round two depending on the number of competitors.

Registration add-ons

Wahooz fun night activity

Wristbands for Wahooz can be purchased during online registration only for a discounted price of \$15 each. Wristbands will be included in your conference registration packets. The cost at the door is \$34.99 plus tax.

T-shirts

Conference T-shirts can be purchased during online registration for \$10 each. We will offer sizes XS-3XL. T-shirts will not be available after online registration has closed.



HOSA lapel pins



Each registered student delegate and advisor will receive a complementary HOSA state lapel pin. Additional pins may be ordered during online registration for \$1.50 each.

Conference logistics



Registration materials

Conference packets will be available for pickup upon arrival at the Riverside Hotel between 1-3:30 p.m. on Wednesday, April 13, 2022. Packets will contain name badges, Wahooz wristbands, advisor information and assignments.

State Officer applications

Applications can be found on the [Idaho HOSA website](#). Applications must be uploaded to Tallo Premier by March 25, 2022.

Advisor/chaperones

All conference delegates must have an advisor in attendance. It is recommended to have one advisor or chaperone for every 10 student delegates.

Raffle gift baskets

All chapters are asked to bring a gift basket to be raffled during the conference. All money raised will go to the Idaho HOSA scholarship fund.

Code of conduct

Signed Code of Conduct forms will be turned in at the Advisors Meeting on April 13, 2023.* It is the advisor's responsibility to always keep a copy of these forms with them during the conference.

Medical release forms

Each student delegate is required to complete a medical release form.* It is the advisor's responsibility to always keep a copy of these forms with them during the conference.

Dress code

Student delegates must follow National HOSA's dress code guidelines. See p. 6.

Face masks

All attendees must wear a face mask covering their nose and mouth at all times during the conference.

Post-conference advisor meeting

The post-conference advisor meeting will take place immediately following the closing/awards session.

Wahooz fun night activity

Prepaid conference participants ONLY! The cost is \$15 per person. Participants will receive a wristband in their conference registration packet. The cost at the door without your wristband is \$34.99 plus tax. Bussing to and from the hotel will be available between 5-9:30 p.m. Participants who leave the premises will not be allowed to return to Wahooz. No wristbands will be sold during the conference.

*You can email your forms before the conference.

Dress code



PLEASE SHARE WITH YOUR STUDENTS

HOSA is an organization for future health professionals, and professional appearance is paramount in branding itself as such. It is the responsibility of all HOSA members to follow dress requirements for SLC. During the conference, Idaho HOSA follows International Conference Guidelines:

All general sessions

1

HOSA uniform:

- Tailored navy blazer with the emblem.
- White dress shirt.
- Matching slacks or skirts. Skirts must be a tasteful length (not too short).
- Maroon HOSA scarf or tie (optional).
- Closed-toed polished dress shoes.



-OR-

2

Basic black or navy suit:

- Matching black or navy jacket and slacks or skirts.
- White dress shirt.
- Tie and socks for men.
- Hose for women (optional).
- Closed-toed polished dress shoes



Competitive events (professional)

All competitors shall wear HOSA uniform or proper business attire. Bonus points will be awarded in both rounds if all team members are dressed in appropriate attire. See the National HOSA Dress Code for more guidelines.

Competitive events (clinical)

Competitors may wear professional clinical attire appropriate to the profession for the skill demonstration and test. Know the guidelines for your specific events.

Wahooz fun night activity

- Casual slacks, knee-length shorts, or jeans. Dresses and skirts are not recommended at Wahooz.
- Polo shirt or HOSA T-shirt, or tasteful/modest athletic wear.

Unacceptable conference attire (on or offsite)

- Skin-tight clothing.
- Revealing or midriff-baring attire.
- Swimwear, beachwear or flip flops (unless at the pool).
- Extremely short skirts or shorts.
- Clothing with obscene, illegal or potentially offensive content.
- Nightwear/pajamas outside of your hotel room.



Online testing must be completed March 7-25, 2022, at your home school. See the Event List for these selected events.

Finding a proctor

Advisors cannot serve as a proctor for online testing. Each advisor is responsible for selecting a proctor at their school for online testing. This proctor must be a third-party entity, not connected to HOSA, such as another faculty member or administrator from your school.

Submission of proctor information

Once a proctor is identified, the advisor must submit their proctor's information online by following these steps:

1. Login to hosa.org.
2. Under **Conference Registration**, click on **Identifying proctors for Online Testing** and fill in the proctor information
3. The proctor must sign the Online Proctor's Code of Ethics form and agree to fulfill the proctor's role during online testing.
4. The Online Proctor's Code of Ethics form must be scanned and emailed to [Jessie Kellogg](mailto:jessie.kellogg@cte.idaho.gov) by Feb. 26, 2022.

Online testing (continued)



Online Proctor's Code of Ethics

I, _____, will proctor the Idaho HOSA online testing in such a manner to ensure valid and reliable results and to ensure test security and integrity. The tests will be administered in a positive and quiet testing environment and will ensure that test-takers adhere to online testing rules:

- No talking
- No cell phone/smartwatch use
- No textbook use
- No internet use
- No notes
- No electronic devices

Online proctor's signature

Chapter advisor's signature

Scan and email completed forms to [Jessie Kellogg](#) by Feb. 26, 2022.

Advisors: After you register your proctor in the registration system on the National HOSA website (in the same place as conference registration), the proctor(s) will receive an email from HOSA with all the student passwords and the school password so they can then access the testing site and administer the tests.

Event list



Students may register for either a Health Science Event **OR** a Health Professions Events/Emergency Preparedness Event and a Leadership Event **OR** a Teamwork Event. Students may register for any Recognition Event.

Leadership Events

- OL Organizational Leadership
PS/SS Prepared Speaking/Speaking Skills*
Topic: Shatter Your Expectations
RPS Researched Persuasive Writing and Speaking‡
Topic: Vaping: Safe or Sorry?

Teamwork Events

- CA Community Awareness Project‡
HCD Health Career Display‡
HE Health Education‡
PSA Public Service Announcement‡
Topic: Bone Marrow Donation Saves Lives!
BD Biomedical Debate
Topic: COVID-19 Vaccine Should be Required to Attend School (Grades 9+)
FS Forensic Science
CPS Creative Problem Solving
HB HOSA Bowl
PP Parliamentary Procedure
MI Medical Innovations‡

Recognition Events

- BJSA Barbara James Services Award†
HCIE Healthcare Issues Exam§
HH HOSA Happenings‡
NS HOSA Service Project†
OHL Outstanding HOSA Leader

Emergency Preparedness Events

- CERT CERT Skills
CPR CPR/First Aid
EMT Emergency Medical Technician
EP Epidemiology§
SS Life Support Skills*
MRC Medical Reserve Partnership‡
PH Public Health —NEW!
Topic: Good Oral Health=Good Overall Health

Health Science Events

- MS Medical Spelling§
BH Behavioral Health§
HI Health Informatics§
DT Dental Terminology§
HGD Human Growth and Development§
MM Medical Math§
MR Medical Reading§
MT Medical Terminology§
PAT Pathophysiology§
PHA Pharmacology§
MLE Medical Law and Ethics§
NUT Nutrition§
CDD Cultural Diversity and Disparities in Healthcare§

Health Professions Events

- BT Biomedical Laboratory Science
DS Dental Science
HHA Home Health Aide MA Medical Assisting
NA Nursing Assisting
FMP Family Medicine Physician—NEW!
RX Pharmacy Science —NEW!
PC Personal Care*
PT Physical Therapy
SM Sports Medicine
VS Veterinary Science
CL Clinical Specialty‡

*Only for students classified under the federal regulation, Individuals with Disabilities Education Act of 1997—Amended IDEA. A special needs Student Eligibility Form is included in the guidelines and must be uploaded to Tallo.

†Must register for hours on the HOSA Activity Tracking System Website.

‡Tallo upload required.

§Online ONLY; testing dates are March 7-25.

Top qualifiers of round one online testing proceed to round two at SLC.



The Riverside Hotel

2900 Chinden Boulevard
Boise, ID 83714

Room rate

\$130 plus 13% tax per night (single/double) unless you have a signed ST101/ST104 on file.

Non-rooming fee

There is a \$15 room fee per person for those NOT staying at the designated conference hotel to ensure we cover convention center costs.

Reservation procedure

- Complete the rooming list and email it to the Riverside Hotel's Group Sales Manager, [Jennifer Mackay](#), by March 13.
- Room lists must be emailed as an Excel document. PDFs won't be accepted. Please note if you are traveling with another school or chapter on the form and in your email.
- Please include your school name, followed by "HOSA rooming list" in the email subject line.

Payment options

Purchase orders (POs) are due before check-in. Please email all POs and rooming lists to [Christina Brakensiek](#). If paying by check, these must be turned in at check-in time. Credit cards are accepted (see Credit Card Authorization form). Please note, the hotel will not split room charges between schools for billing purposes. Email [Jennifer Mackay](#) if you are unsure of your school's direct billing status.

Bus driver rooms

We recommend that your bus driver stays at the hotel. When reserving rooms for your bus driver, do so as you normally would with your group. Please indicate "Bus Driver" next to their name on the rooming form. The hotel will make an effort to place your drivers in a quieter hotel location. Please pay the conference hotel as normal.

Medical liability release

PLEASE PRINT OR TYPE ALL INFORMATION.



Due to legal restrictions, all student delegates, parent/guardians, guests and IDAHO HOSA Advisors must complete this form to be eligible to attend any Idaho HOSA State Leadership Conference. This form should be completed, and a copy submitted to the advisor. Medical release forms must always be kept with the advisor during the conference.

PARTICIPANT/GUARDIAN INFORMATION

PARTICIPANT NAME		GUARDIAN NAME	
ADDRESS		CITY	STATE ZIP
PARENT/GUARDIAN CELLPHONE	PARENT/GUARDIAN WORK PHONE		PARENT/GUARDIAN HOME PHONE
ALTERNATE CONTACT NAME		ALTERNATE CONTACT PHONE	
Please check and describe any medical condition which may recur or be a factor in medical treatment:			
<div><input type="checkbox"/> Allergies: <input type="checkbox"/> Blackouts: <input type="checkbox"/> Convulsions: <input type="checkbox"/> Disease of any kind: Please list any medications you are currently taking:</div> <div><input type="checkbox"/> Heart/lung problems: <input type="checkbox"/> Medicine reactions: <input type="checkbox"/> Physical handicap: <input type="checkbox"/> Other:</div>			
PHYSICIAN NAME		PHYSICIAN PHONE	
PHYSICIAN ADDRESS		CITY	STATE ZIP
DOES THE STUDENT HAVE MEDICAL INSURANCE? <input type="checkbox"/> Yes <input type="checkbox"/> No			
NAME OF INSURED		INSURANCE COMPANY	
GROUP NUMBER		POLICY NUMBER	
Liability release: I certify that the information described above is accurate and complete to the best of my knowledge. I understand that everyone is responsible for their insurance coverage during this conference. I hereby release IDAHO HOSA Board of Directors, State and Local Chapter Advisors, the Idaho Division of Career Technical Education, and any designated individual in charge of the HOSA chapter group or specific activity from any legal or financial responsibility concerning my personal or my child's participation in or contact with any known element associated with an activity including competitive events.			
Parent/Guardian/Participant: Please check one of the following and sign your name: <div><input type="checkbox"/> I permit immediate medical treatment as required in the attending physician's judgment. <input type="checkbox"/> I do NOT permit medical treatment until I have been contacted.</div>			
PARENT/GUARDIAN'S SIGNATURE*			DATE
STUDENT'S SIGNATURE			DATE
ADVISOR'S SIGNATURE			DATE

* Required for student delegates under the age of 18.

Code of conduct



Complete this form and give it to your chapter advisor. Forms should be emailed to [Jessie Kellogg](#) by March 25. Advisors must always keep a copy on hand during the conference.

Idaho HOSA members have an excellent reputation. A good reputation enables members to take pride in their organization. Your conduct at any Idaho HOSA function should make a positive contribution to the reputation that has been established and always reflect positively on you, your school/college, your state and Idaho HOSA.

1. During general sessions, be courteous to those in the audience or on stage. Remain seated and in attendance until the end of the session. Students who do not adhere to general session protocol will be asked to leave the conference.
2. Attend all general sessions and other scheduled conference activities. Please be prompt and show respect to the audience and those on stage.
3. Abide by the SLC Attire Policy at all business sessions, general sessions, competitive events and other conference activities. Please refer to Dress Code Policy on p. X. Student delegates not adhering to the dress policy during the conference will NOT be admitted.
4. School tags, state badges or IDs must be removed or completely covered during competition.
5. Immediately report any accidents, injuries or illnesses to your local or State Advisor.
6. Always keep your advisor informed of your activities and whereabouts.
7. Always wear your Idaho HOSA conference name badge.
8. Observe the designated curfew. Curfew means being in your assigned hotel room by the designated hour.
9. If you are responsible for stealing, damaging property or vandalism, you and your parents will be expected to pay all damage costs.
10. Any participants at the HOSA State Leadership Conference may not purchase, consume or be under the influence of alcohol or drugs at any time. Violators will be subject to disciplinary action.
11. No weapons of any sort will be allowed in your possession, room, transportation or luggage.
12. Smoking is prohibited at the conference and offsite, conference-related activities.
13. Any long-distance phone call or other charges to rooms are the responsibility of you or your parents.

By signing below, you confirm that you have read the above code of conduct and agree to abide by these rules.

Student delegates who disregard the rules will be subject to disciplinary action and sent home at their own expense.

Parents will be notified.

Student's printed name

Student's signature

Date

Parent/guardian's printed name

Parent/guardian's signature

Date

Advisor code of conduct



1. Project a positive and professional image of health professions education and Idaho HOSA to all those with whom they interact.
2. Promote Idaho HOSA as a positive student experience by acting as a role model in your dress, tone of voice, attitude, actions, and demeanor.
3. Ensure your student delegates are dressed in appropriate HOSA attire (see p. X) and practice professional etiquette and behavior.
4. Be accountable to and for your students during all Idaho HOSA-related activities.
5. Notify the State CTSO Manager, or the State Advisor, of any accidents or injuries to student delegates, advisors, chaperones, or guests during Idaho HOSA activities or conferences.
6. Understand and follow established processes within the organization that protect the rights of all members.

Idaho HOSA advisors are proud of the standards of excellence they maintain for themselves and their students. Attendance of any Idaho HOSA function implies acceptance and practice of these standards.

☐ I have read the above code of ethics for Idaho HOSA advisors and agree to accept and practice these standards.

Advisor's printed name

Advisor's signature

Date

High school/HOSA chapter



Policy and opt-out provision

Submit at the Advisor Meeting.

As part of the National HOSA Organization, Idaho HOSA asks that chapter advisors notify the state HOSA office of their students' photo/video release objections.

Idaho HOSA reserves the right to take photos and video images at its public events when its members are engaged in related activities held in public venues.

Idaho HOSA reserves the right to own, alter, reproduce, and distribute its images.

Participants engaged in Idaho HOSA activities assume that their image may be taken during public events.

Members and advisors who wish to opt out and decline their released image must fill out the bottom section of this form and submit it to the state HOSA office at least 24 hours before the next state event.



The chapter advisor's responsibility is to adhere to their local school district policies and procedures related to image releases.

If a local school district prohibits the release of its students' images, the chapter advisor must notify the state HOSA office. Local school district policy supersedes state HOSA policy as related to image release.

Complete this section only to opt-out and decline and image being released to Idaho HOSA or the Idaho Division of Career Technical Education.

Student delegate name	
School/chapter name	
Member signature	Date
Guardian signature	Date
Advisor signature	Date
Length of time to keep the opt-out/image non-release on file	

Advisors, it will be your responsibility to ensure students' photos are NOT taken during SLC events.

BASIC

Lead now.

Learn how at **BASIC 2022.**

IDAHO

Division of Career
Technical Education



Your journey to becoming a better leader starts when you register for **BASIC 2022!**

Join chapter officers from each of Idaho's Career Technical Student Organizations (CTSOs) for a day of exciting activities, captivating sessions and speakers, and of course, plenty of networking.

Fall 2022 Locations:

- Idaho State University
- College of Southern Idaho
- Nampa Civic Center
- North Idaho College

DETAILS

**COMING
SOON**

#BACKTOBASIC2022

650 W. State St., Suite 324, Boise Idaho 83702 | 208-429-5500 | basic@cte.idaho.gov | cte.idaho.gov