

State Leadership Conference 2019 Registration Checklist

Registration and all forms are due January 22, 2019

- Go to <http://apps.hosa.org> and login. Select SLC 2019. Follow the instructions and complete the conference registration. Make sure to include all advisors, guests and family members attending the conference. Registration should be completed by the HOSA Advisor **only**.
 - Ensure each person registered has a t-shirt selection under options.
 - Ensure all state officer candidates are registered under options.
 - Ensure all conference assistants/courtesy corps are registered under options.
 - Ensure voting delegates are selected under options.
 - Ensure all students wishing to attend [HOSA night with the Hornets](#) are registered under options.
 - Ensure each competitor has been registered for the appropriate event.
 - Print out a registration summary and have each student initial showing they agree with the registration. Be familiar with guidelines <http://www.hosa.org/guidelines>.
 - Print out an invoice for payment to mail with check to NC HOSA.

- Ensure every participant has a participation form completed and turned in. Chapter advisors must retain the original participation forms to travel with the chapter and have them at conference in case they are needed. A copy should be uploaded to the link emailed to each chapter providing access to a school folder on google drive. Link will be emailed after the January 22, 2019 registration deadline.

- Only those students who have been affiliated can be registered for the state conference. All HOSA members must be affiliated with both state and national HOSA by the registration deadline. This includes payment to National HOSA.

- Secondary Division Students must place at the district level to compete in the following events at SLC 2019:

Medical Math	Extemporaneous Health Poster
Medical Terminology	Extemporaneous Writing
Nursing Assisting	Prepared Speaking
CPR/First Aid	Researched Persuasive Writing & Speaking
Sports Medicine	HOSA Bowl
Job Seeking Skills	Health Career Photography
Creative Problem Solving	KT: Nutrition
Health Career Display	Forensic Science
KT: Human Growth & Development	



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- Students must have an Eligibility Form (found in event guidelines) for the following events uploaded to STEM Premier by January 22, 2019:

Speaking Skills
Interviewing Skills

Life Support Skills
Personal Care

- Students in the following events have a STEM Premier Upload Requirement for the event. STEM Premier uploads are due January 22, 2019. Please ensure your student has logged back into the system to ensure files are present. Students did receive a confirmation message at upload and did not double check only to find nothing was in their account at Regional Events.

Community Awareness
Health Education
Job Seeking Skills
Public Service Announcement
Clinical Specialty
Health Career Photography

Medical Innovation-Original
Medical Innovation-Existing
HOSA Happenings
MRC Partnership
Researched Persuasive Writing and Speaking

- Check(s) should be made payable to **NC HOSA** – Middle School and Secondary School checks should be handled at the local level with the registration fee being written from a school account.
- Check the box when you have submitted your hotel preference form and room block paperwork. All conference delegates must stay in the approved conference hotels due to liability reasons. Hotel registration is handled by [preference/room block forms](#). A link will open Jan 23, 2019 and close Jan 25, 2019 to upload the preference form and room block forms. NC HOSA will need both forms to make reservations. NC HOSA will be making all hotel reservations.
- Check the box once you have made contact with the hotel contact provided by NC HOSA. Once confirmation numbers are received by NC HOSA, the advisor will be sent an email with all confirmation numbers and the name of the contact person at the assigned hotel to make payment arrangements.
- Ensure students have the supplies they are required to bring for their event. Link is provided by International HOSA – use it with guidelines to double check supplies.

[18 - 19 Gotta Have It Chart - Competitor Version](#)



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Optional Submissions for Recognition

(If you or your students would like to be recognized, please fill the applicable forms out)

- Executive Council (State Officer) Candidates – complete application and required forms, upload to STEM Premier, and mail originals to NC HOSA.
- Ensure students eligible for scholarships have completed the application process via STEM Premier.
- National Anthem audition video uploaded via STEM Premier.
- [Gold Star Advisor](#) packet mailed. Must be received by January 22, 2019.
- [Gold Star Chapter](#) packet mailed. Must be received by January 22, 2019.
- National Service project information uploaded in the HOSA Activity Tracking System (HATS) and all hours approved.
- Barbara James Service Award information uploaded in the HOSA Activity Tracking System (HATS) and all hours approved.
- Blood Drive information uploaded. [Form](#) and [Upload Link](#)
- [Prevent Blindness](#) information uploaded.
- [Awards Nomination](#) Form completed if applicable.
- Email [Katrina Coggins](#) if you have any questions.

Anything mailed should be sent to the following address and should arrive by January 22, 2019 (the mailbox will not be checked after January 23, 2019 due to travel for State Leadership Conference Planning and items received after January 23, 2019 will not be considered):

NC HOSA
PO BOX 659
Sylva, NC 287779



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Instruction Sheets

HATS Instruction Sheets

- **[HOSA Activity Tracking System - Member Instructions](#)**
- **[HOSA Activity Tracking System - Chapter Advisor Instructions](#)**
 - MRC Volunteer Recognition
 - Barbara James Service Award
 - National Service Project

STEM Premier and Competitive Events

- Community Awareness
- Health Education
- Job Seeking Skills
- Researched Persuasive Writing and Speaking
- Public Service Announcement
- Clinical Specialty
- Health Career Photography
- Medical Innovation-Original
- Medical Innovation-Existing
- Interviewing Skills
- Speaking Skills
- Life Support Skills
- Personal Care
- HOSA Happenings
- MRC Partnership
- **[Please visit our special STEM Premier page for details](#)**