



STATE OFFICER CANDIDATE APPLICATION PROCESS

APPLICATION PROCESS:

- The application and supporting documents must be submitted through the on-line application by **February 1, 2024**.
- ***You must apply through the SC HOSA website. No mailed, faxed, or emailed applications will be accepted. No electronic signatures will be accepted.***
- All SC HOSA officer candidates and elected state officers must be active members of their local HOSA chapter.
- All officer candidates must be enrolled in a course in the Health Science Career Cluster.
- Officers and candidates must have scholastic average of “B” or above for the two previous completed semesters prior to state conference. Failure of elected officers to maintain grade requirements will result in an evaluation by the SC HOSA, Inc., Board of Directors to determine eligibility to continue serving as a current officer.
- Applicants will be notified of the interview schedule with the nominating committee. The interview date is posted on the [SC HOSA calendar](#).
- All candidates are required to attend the state leadership conference and deliver a campaign statement during the opening session.
- Officer candidates' knowledge of HOSA will be evaluated with an officer test the day of the interview. A [sample test](#) and the [test key](#) are included on the SC HOSA web site under the [student forms and resources](#).
- Officers will abide by SC HOSA Code of Conduct throughout the school year or risk being released from their office.
- Officers and officer candidates must follow the [dress code required](#) for specific functions.
- All other [supporting documents](#) can be found on the SC HOSA website.



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The below items **MUST** be included as part of the on-line officer application by **February 1, 2024**. If items require a signature, you must print the form, obtain the appropriate signature(s), scan and upload where indicated.

ALL UPLOADED FORMS MUST BE IN PDF format. All fields are required to be completed in the form's submission. If you don't have information to enter in a required "document upload" entry, you will need to upload a document with N/A and/or an explanation of why you don't have information to enter.

Your name and school name should be on every page of every form uploaded into your state officer application.

The following forms are required to be upload in your State Officer application:

1. HOSA Office(s) held
2. Characteristics, abilities, and experiences to be a good choice for an officer
3. Participation in your local chapter
4. Recognition awards and honors outside of HOSA
5. Health Science Classes you are currently taking and have taken in the past
6. Educational and career plans
7. [Officer Candidate Pre-Screening Form](#) (On-line form completed by your local advisor by February 1, 2024)
8. [State Officer Nomination of Support form](#)
9. [Letter of Commitment](#)
10. [State Officer Code of Conduct](#)
11. [Travel Requirements](#)
12. [Travel Policy](#)
13. Transcript of grades (official or unofficial will be accepted).
14. Personal Statement: One to two paragraphs; **typed**, double-spaced, Arial or Verdana and size 12 font. Topic: "How I plan to contribute if elected as a SC HOSA State Officer?"
15. [YouTube Video Instructions](#), Your HOSA story and why you want to be an officer.



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16. Resume: Your one-page resume must include the below information but is not limited to only these topics:
 - a. Number of Years You Have Been in HOSA.
 - b. SC HOSA Achievements: i.e., Offices Held.
 - c. Other Achievements: i.e., honors, awards, and offices held in other organizations.

17. Photo (headshot), color or black and white is acceptable.

18. Two reference submissions.
 - Reference one is your chapter advisor.
 - Reference two is a non-relative.
 - **You must submit your reference names and contact information between November 15, 2023 – January 19, 2024 through the [SC HOSA Reference Request form](#).**
 - SC HOSA will email your advisor and references an online form where they may complete and submit your reference through the SC HOSA website. No written reference letters accepted.

*Any questions regarding the SC HOSA State Officer Application process should contact:
Angel Clark, SC HOSA State Advisor, aclark@ed.sc.gov*

Good Luck!