



State Officer Candidate Application Process

APPLICATION PROCESS:

The application and supporting documents must be submitted through the on-line application **by February 10, 2022.**

You must apply in TALLO. No mailed, faxed or emailed applications 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.
- Applicants will be notified of the interview schedule with the nominating committee.
- All candidates are expected 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 tab](#).
- 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 SCHOSA.org website.



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The below items MUST be included as part of the officer application and uploaded in the on-line application, where indicated by February 10, 2022. If items require a signature, you must print the form, obtain the appropriate signature(s), scan and upload where indicated. No electronic signatures accepted.

All forms must be in PDF format. All fields are required to be completed in the TALLO 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 into your 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
5. Educational and career plans
6. [Officer Candidate Pre-Screening Form](#) (This form should be emailed by the advisor to schosa@outlook.com by the posted deadline).
7. [State Officer Nomination of Support form](#)
8. [Letter of Commitment](#)
9. [State Officer Code of Conduct](#)
10. [Dress Code/Travel Policy/Travel Rubric Form](#) (include all three pages).
11. Transcript of grades
12. 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?"
13. [YouTube Video](#), Your HOSA story and why you want to be an officer.



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14. Resume: Your one-page resume must include the below information but is not limited to only those 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
15. Photo (headshot), color or black and white is acceptable.
16. Two reference letters are required.
 - One being your school advisor
 - And the other being a non-relative that can vouch for your dependability and dedication.
 - Please ensure the person completing the reference letter, include their name, contact phone number and signature within the letter.
 - You may upload the reference letters into your TALLO application, or they may be emailed directly to schosa@outlook.com with State Officer/ Student's name in the subject line.

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

Good Luck!