



State Officer Candidate Application Process

APPLICATION PROCESS:

The application and supporting documents must be submitted through the on-line application **by February 1, 2023.**

You must apply in TALLO. 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 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 1, 2023. If items require a signature, you must print the form, obtain the appropriate signature(s), scan and upload where indicated.

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 TALLO 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 Instructions](#), Your HOSA story and why you want to be an officer.
 - YOUTUBE Video Instructions
 - You have a maximum of 3 minutes to introduce yourself
 - The video may be taped at a location of your choosing
 - Only you should be speaking in your video
 - Tell your HOSA story and why you want to be a HOSA State Officer



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14. 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
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 direct your reference writer to this [link](#) to upload your reference letters by the posted deadline (on the SC HOSA calendar)

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

Good Luck!