



# STATE OFFICER CANDIDATE APPLICATION PROCESS

## ELIGIBILITY REQUIREMENTS:

- All SC HOSA officer candidates and elected state officers must:
  - Have completed at least 1 full year of HOSA membership at the Secondary or Post-Secondary level.
    - Must reside in South Carolina from now until March 20, 2027.
  - Be an active/involved member of their local HOSA chapter
  - Be a SC HOSA-affiliated, dues-paid member
  - **Secondary:** Currently enrolled in a course OR a state-recognized completer of one of the following programs within the Healthcare & Human Services cluster: Biomedical Science, EMS, Healthcare Science, Public Health, or Sports Medicine.
  - **Post-Secondary/Collegiate:** Currently enrolled in an associate/baccalaureate program aligned with any career in a health-related field.
  - Must have a scholastic average of “B” or above for both Spring 2025 and Fall 2025 semesters.
    - 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.
  - Must attend the 2026 State Leadership Conference and deliver a 60-90 second campaign statement during the opening session (Wednesday, 3/11)
  - Must be available for ALL dates listed below in the *Time Commitment for Term of Office*

## TIME COMMITMENT FOR TERM OF OFFICE

**Note: All dates will be finalized by July 1, 2026**

- State Leadership Conference (N. Charleston, SC)..... March 11-13, 2026
- State Officer Training (Columbia, SC)..... April 25, 2026
- International Leadership Conference (Indianapolis, IN)..... June 15-20, 2026
- Summer Planning Meeting (SCDE, Columbia, SC) ..... July 14, 2026
- Washington Leadership Academy (Washington, DC)..... September TBD, 2026
- Fall Leadership Conference (Newberry College, SC)..... October TBD, 2026
- State Leadership Conference (N. Charleston, SC)..... March 16-19, 2027
- Virtual Zoom Meetings—ALL meetings are scheduled for **5 pm** EST and are *mandatory*
  - July 12
  - August 16
  - September 6, 13, 27
  - October 4, 11
  - November 1, 15
  - December 6, 13
  - January 10
  - February 7, 21, 28
  - March 7, 14
- State Officer chapter visits (upon request)

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## APPLICATION PROCESS TIMELINE:

1. The application and ALL supporting documents must be submitted through the online application by **11:59 pm EST on February 1, 2026**, to be considered for candidacy.
  - All completed applications must be submitted through the SC HOSA website.
    - No mailed, faxed, or emailed applications will be accepted
  - No electronic signatures will be accepted.
2. Applicants will be notified of the in-person interview schedule with the nominating committee on February 15, 2026.
  - The in-person interview date is **March 3, 2026**.

## EXPECTATIONS:

- Officer candidates' knowledge of HOSA will be evaluated with an officer test on the day of the interview. A [sample test](#) and the [test key](#) are included on the SC HOSA website under the [student forms and resources](#).
- Officers will abide by the 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.
- Travel for Term of Office:
  - All flights for ILC and WLA will depart from CAE (Columbia Metropolitan Airport) unless otherwise specified by the SC HOSA State Officer Coaches.
  - Each state officer is responsible for arranging their own transportation to and from airport, as well as to and from SC HOSA event venues for all required events.

NOTE: Any elected officer in violation of the Code of Conduct, Dress Code, Travel or “Non-Negotiable” Time Commitment guidelines will result in an evaluation by the SC HOSA, Inc., Board of Directors to determine eligibility to continue serving as a current officer.



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**The following items are REQUIRED to be submitted as part of the online officer application by 11:59 PM EST on February 1, 2026.**

**If items require a signature, you must print the form, obtain the appropriate signature(s), scan, and upload it as a PDF where indicated. NO ELECTRONIC SIGNATURES WILL BE ACCEPTED.**

**ALL UPLOADED FORMS MUST BE IN PDF format.** Completing all fields in the form is mandatory for submission. If you lack information for a required "document upload" section, please upload a PDF document indicating N/A or providing an explanation for the missing information.

**Every page of all forms submitted with your state officer application must include both your name and your school's name.**

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

1. Characteristics, abilities, and experiences to be a good choice for an officer.
2. Leadership participation in your local chapter, using the format below:

| Your name & document name               |   |                |
|---|---|----------------|
| Current School year for your leadership | Leadership activity / how you were involved | Responsibility |
| Prior School year for your leadership   | Leadership activity / how you were involved | Responsibility |

3. Recognition awards and honors outside of HOSA using the format below:

| Your name & document name |               |
|---------------------------|---------------|
| Year                      | Award / Honor |
| Year                      | Award / Honor |

4. Relevant Coursework:
  - **Secondary:** Current or past courses that satisfy any of the following programs within the Healthcare & Human Services cluster: Biomedical Science, EMS, Healthcare Science, Public Health, or Sports Medicine.
  - **Post-Secondary/Collegiate:** Current or past courses that align with any career in a health-related field.
5. Educational and career plans
6. [Officer Candidate Pre-Screening Form](#) (Online form completed by your local advisor by February 1, 2026)



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7. [State Officer Nomination of Support form](#)
8. [Letter of Commitment](#)
9. [State Officer Code of Conduct](#)
10. [Travel Requirements](#)
11. [Travel Policy](#)
12. Transcript of grades (official or unofficial will be accepted).
13. Personal Statement: A maximum of one page in length, **typed**, double-spaced, Arial or Times New Roman, 12-point font, 1" margins.
  - The personal statement should highlight your motivation for serving as a state officer, your leadership skills and experiences, and your vision for contributing to SC HOSA if elected. Candidates should provide specific examples that demonstrate their readiness, professionalism, and ability to balance the responsibilities of a state officer position with current responsibilities.
14. [YouTube Video Instructions](#), Your HOSA story, and why you want to be an officer.
15. **Resume:** A one-page resume that includes the following:
  - a. Number of Years You Have Been in HOSA.
  - b. HOSA Offices held (local chapter or state level), and a description of responsibilities/achievements in each role.
  - c. HOSA involvement: attending FLC, SLC (did you attend/compete? What event?), ILC, local HOSA fundraising, participation in recognition events
  - d. Extracurricular involvement: include activities such as sports, clubs, part-time jobs, internships, clinicals, etc., and a description of responsibilities/achievements
  - e. Leadership Experience: list leadership experience, committee work, event coordination, and/or HOSA-sponsored community service (minimum of 10 verified hours)
16. Photo (headshot), color or black and white is acceptable.
17. Two reference submissions.
  - Reference one should be your chapter advisor.
  - Reference two should be a non-relative.
18. References should be submitted online by using the following link: <https://www.schosa.org/reference-letters/>. It is your responsibility to provide this link to your references. All references must be submitted by **11:59 pm EST on February 1, 2026**
19. [Campaign Rules](#)

*Any questions regarding the SC HOSA State Officer Application process should be directed to: Stacie Elwood, SC HOSA State Director, [competitiveevents@schosa.org](mailto:competitiveevents@schosa.org)*

**GOOD LUCK!**

- Type** in your application- "What HOSA Offices have you held?"
- Upload** a PDF of "What characteristics, abilities & experiences have you obtained making you believe you are a good choice for a state officer?"
- Upload** a PDF of "Describing your participation in your local chapter."
  - How long have you been in HOSA?
  - Your leadership role(s)
  - Any Activities you participated in with HOSA
- Upload** a PDF indicating the quality of your academic performance/leadership OUTSIDE of HOSA.
  - Include the following: Recognition Awards, Honors, or Educational Societies
    - Provide a clear written statement of your leadership, responsibility, and commitment for each.
- Type** in your application your Relevant Coursework: "What are your educational and career plans during the year you plan to serve in office? What other educational commitments will you have during the year"?
- Upload** your Nomination Support form
- Upload** Your Letter of Commitment form
- Upload** Your State Officer Code of Conduct form
- Upload** Your State Officer Travel REQUIREMENT form
- Upload** Your State Officer Travel POLICY form
- Upload** Your State Officer Dress Code
- Upload** Personal Statement

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**ENSURE ALL REQUIRED SIGNATURES ARE ON EACH FORM.**  
**PLEASE NOTE: ELECTRONIC SIGNATURES WILL NOT BE**



## STATE OFFICER APPLICATION CHECKLIST

- Upload** a photo of yourself
- Upload** Your YouTube link
- Upload** your Resume
- Upload** Candidacy Campaign Rules and Regulations

**ENSURE ALL REQUIRED SIGNATURES ARE ON EACH FORM.**  
**PLEASE NOTE: ELECTRONIC SIGNATURES WILL NOT BE**