



Georgia HOSA

Region Representatives Application Guide

Applying for the 2021-2022 School Year



Letter from Your State President

Dear Prospective Candidate,

Congratulations on taking the first and most challenging step in becoming a future Georgia HOSA Region Representative: deciding to apply! Making the decision to becoming a Region Representative is one of the most rewarding and life-changing journeys you can take. By applying for a Region Representative position, you are taking the next step to becoming a leader of the largest organization of Future Health Professionals in the world!

This entire process itself consists of 3 phases. Phase I is the completion of the online application in its entirety and submission of your online exam. If you meet all the requirements of Phase I, you will advance to Phase II. This phase will allow you to participate in a virtual interview, as well as an onsite interview with the Nominating Committee! Upon completion of Phase II, if you are selected for the candidate slate, you will then advance to Phase III where you will begin campaigning. This phase will continue on to the State Leadership Conference where you will meet thousands of members and show them why you should be a leader and representative over their respective region in this state organization!

With all of this being said, none of it will be possible if you do not understand the commitment and responsibility that comes with being a representative of Georgia HOSA. As a Region Representative, you embody HOSA – Future Health Professionals in every aspect possible, including being the voice of over 14,000 members across Georgia, as well as carrying the image of the organization as a whole in everyday life. You have to be conscious and aware of your daily decisions, including certain things you say in public and your portrayal of yourself through outlets like social media. Do not let this discourage you. Instead, use this as encouragement and realize the impact that you may have on people's lives. Allow this to show you that leadership is all about serving others and putting the members of this organization first.

Now, it is time to take on the first step in becoming a Region Representative. Do not waste another minute – get started on this application! I hope to see you at Phase II. If you have any questions or concerns, please feel free to contact me via email at president@georgiahosa.org.

Best of Luck,

Faith Ediae-Holly

Georgia HOSA President 2020-2021

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Application Components

The electronic Region Representative Application can be found online at:

[Georgia HOSA Region Representative Application 2021-22](#)

Candidates must complete the following application forms, including necessary signatures, to be uploaded into the Region Representative Application electronically (all forms are included in this guide):

- a. Conduct Form
- b. Candidate Agreement Signature Page
- c. Region Representative Travel Authorization Form
- d. Region Representative Medical Release Form
- f. Copy of an official transcript of grades

Please keep in mind that there is a \$25 candidate application fee that must be submitted via credit or debit card with your online application. Upon completing your application, you can follow this link to submit your payment that same day:

[Georgia HOSA Payments](#)

To be eligible to run for a Region Representative position, each candidate must complete the electronic application in its entirety by the state deadline. Any missing components could result in disqualification from the candidacy process. Candidates must be in attendance for ALL phases of the candidacy process. The Chapter Advisor is the only person authorized to initiate Region Representative candidate proceedings and must endorse the candidate 100%.

Application Deadline

Friday, December 11, 2020

Entire electronic application must be submitted by 8pm on this date. Mailed or faxed applications will not be considered.

Eligibility

- Must be endorsed by your Chapter Advisor, School Principal, and parent/guardian.
- Member at the secondary level and in good standing with Georgia HOSA
- Satisfactorily pass a Region Representative qualifying exam with a minimum score of 70%
- The candidate must have a 3.0 or greater GPA on a 4.0 scale.
- If a candidate has resigned or been removed from a previous officer team, they are not eligible to run for office.
- Region Representatives are limited to a number of two terms in office.



Elected Offices

**All Region Representative positions are reserved for members that have completed their freshman year of high school.*

- Region 1 Representative
- Region 2 Representative
- Region 3 Representative
- Region 4 Representative
- Region 5 Representative
- Region 6 Representative
- Region 7 Representative

The general duties of Region Representatives will include:

- Lead and represent the student membership of Georgia HOSA.
- Communicate regularly and respond promptly to all inquiries for information. Georgia HOSA Staff must approve of all external communication and be included on all correspondence.
- Region Representatives must check their email at least twice daily.
- Complete all assigned projects and responsibilities to the best of your ability and by assigned deadlines.
- Attend all required meetings, events, and conference calls, in their entirety, for their term of office.
- Represent Georgia HOSA with excellent standards of professionalism, etiquette, and public relations to promote Georgia HOSA.
- Region Representatives must be active and involved members in their local HOSA chapter.
- Make visits to local chapters to discuss HOSA and encourage further participation of current and new chapters.
- Have rehearsed and be ready to deliver all remarks, speeches, and scripts to the best of their ability. This includes prior practice to ensure the best possible presentation.
- Keep a clean, powerful, and positive social media presence. Representatives will need to ensure their social media pages are of the utmost professionalism as they will represent the state organization, as well as the entire state of Georgia.





Candidacy Phases

Candidates must advance from each phase in order to be an eligible candidate. Only candidates who advance to Phase III will be eligible for election. The three phases include:

- Phase I – Application, Evaluations and Candidate Exam
- Phase II – Interviews
- Phase III – Campaigning

Note: Candidates will only advance through each phase if they meet the set criteria

Phase I – Application, Evaluations, Candidate Exam

- Application Submission
Application must be submitted in its entirety online by stated deadline.
- Advisor Assurance Forms
Upon the receipt of the application, Georgia HOSA will email the assurance form directly to the advisor listed in the application.
- Region Representatives Reference Online Evaluation Forms
*Upon the receipt of the application, Georgia HOSA will email the evaluation forms directly to the references listed in the application. The reference forms are due by **December 18, 2020**. If these evaluations are not received by their due date, an applicant may risk disqualification.*
- Online HOSA Candidate Exam proctored at school.
The exam will take place in the same window of State Qualification Testing. If a school has more than one candidate, all candidates must test at the same time.
- **Each chapter may submit up to three candidates for Phase I.** All applicable candidates will move to the virtual interview and the Nominating Committee will select only **one** candidate to move forward to the onsite interview process.
- Each candidate must submit a \$25 application fee along with the electronic application to Georgia HOSA by **Friday, December 11, 2020**.

Phase II – Interviews

- Virtual Interviews
Georgia HOSA assumes all candidates have/can get access to a web cam for this part of the candidacy process.
- Onsite Interviews
 - 30 second Filmed Candidate Speech (Onsite)
 - Filmed Candidate Question and Answer Session
 - Candidate Meet and Greet

Phase III – Campaigning

- Pre-Arrival Campaigning (Verbal, Social Media, Candidate YouTube video)
- Onsite Campaigning in Georgia HOSA Exhibit
 - Upon arrival, check in with Georgia HOSA HQ to submit campaigning receipts.



Phase I Outline

Phase I (Part One – Electronic Application)

- It is mandatory that the candidate completes all short answer responses as well as the candidate essay in its entirety. All forms must be completed and uploaded. Every component of the application must be filled out. Any blanks in the application will prevent the candidate from being able to submit the application.
- It is imperative that both Region Representative Reference Online Evaluation Forms are completed and submitted within one week of the due date of the application. Any late submissions or incomplete forms will result in the candidate being disqualified from the process due to an incomplete submission. Region Representative Reference Online Evaluation Forms will be emailed directly to the listed reference email address immediately following submission of the online application.
- The combined score of the application, including the short answer responses, candidate essay, online teacher evaluation forms, as well as the assessment of the completion of the application as a whole, will constitute 50% of the final Phase I score.

The application must be completed and submitted in its entirety to be considered. It is the responsibility of the candidate and their advisor to have the candidacy forms completed by the candidate and submitted by **Friday, December 11, 2020**.

Phase I (Part Two – Exam)

- The candidate will be administered an online exam, proctored at his or her school during the State Qualification Testing window, that will indicate the candidate's knowledge of the organization. They must score 70% to be eligible to advance to the next phase. Test questions will be based on the Georgia HOSA and International HOSA websites, International Handbook for HOSA Chapters (sections A, B, and C). A studyguide is included at the end of the application. The test score will constitute 50% of the final Phase I score.
- If your application is approved and you move onto Part Two of Phase I, your advisor will need to register you for the Region Representative Candidate Exam in the HOSA system. The Candidate Exam will take place the same week as, and has the same registration deadline as, State Qualification Testing. You can take the Candidate Exam any day within the State Qualification Testing window. If more than one candidate applies from the same chapter, all candidates will need to test at the same time. Failure to register for the exam, test within the window, or not test simultaneously if more than one candidate from your chapter, you may be disqualified from the candidacy process.



Phase II Outline

Phase II (Part One – Virtual Interviews)

- Candidates that have advanced to this phase will be emailed regarding a date and time for their virtual interview. This will be an initial interview with the Nominating Committee prior to the onsite interview during the Candidate Meet and Greet. Candidates will be rated based on the rating sheet included in this guide.

Phase II (Part Two – Onsite Interviews, Candidate Speech, and Meet and Greet)

- Candidates will interview with the Nominating Committee onsite to allow the Nominating Committee to learn more about their HOSA journey and what they hope to accomplish as a Region Representative. The Nominating Committee may consist of a mix of State Staff, current State Officers, and third-party representatives and will determine what position the candidate is best suited for. Candidates will be rated based on the rating sheet included in this guide.
- During this time, candidates will also participate in a meet and greet as well as come prepared with their 30 second candidate campaign speech to be filmed onsite. Candidates must come prepared with the speech memorized. **Speeches should not be geared towards a specific office, as the candidate may not be slated for the position indicated in the application.** The video will be posted on the Georgia HOSA website and the Georgia HOSA YouTube channel. Understand that in addition to this speech, the candidate will participate in a Question and Answer Session, in which members will be given an opportunity to submit specific questions to the candidates. Candidates will be asked questions and responses will be filmed and included with their speech.

The candidate must receive the minimum Phase II score to be eligible to advance to Phase III.

The candidate and advisor will be notified via email of the candidate's advancement to Phase II and complete details of the time and date for the virtual interview, as well as the location and the meeting agenda for the onsite interview and meet and greet.

Phase II includes eligible candidates meeting with the Georgia HOSA Nominating Committee on **Saturday, February 13, 2021** at the Atlanta Marriott Marquis. One advisor may attend with each candidate, *but it is not required*. Each candidate is required to be in official HOSA uniform or a navy blue or black suit for the entirety of the meeting on Saturday – failure to do so will result in a loss of points, which could result in a failure to advance to the next phase. Please keep in mind that all candidates are not guaranteed to advance from Phase II and if advanced to Phase II, must attend the full duration of the Nominating Committee event in February.



Phase III Outline

Pre-Arrival Campaigning

- Candidates may, but are not required to, incorporate use of social media into their campaigns. Social media campaigning may not begin until the candidate has officially moved on from Phase II and has been announced as an official candidate. It is the responsibility of the candidate to ensure that all campaigning on social media, as well as their public image on social media is kept positive and clean. Any material brought to question by Georgia HOSA could result in disqualification of the candidate.

Dress Code

- All candidates must be in Official HOSA Uniform or navy blue or black suit throughout the entire conference; failure to do so will result in immediate disqualification from the candidacy process. You are not required to be in uniform during time with your chapter nor when you are out of the conference center.

Onsite Campaigning

- To ensure a fair playing field for all campaigns there is a \$250.00 limit on campaign spending (for booths, promotional materials, giveaways, raffle items, decorations, etc.). This includes any kind of donations. Candidates may not spend more than \$250.00 on their campaign or have more than \$250.00 of items donated or any combination of the two that exceeds \$250.00 total. Prices of donated items are to be fair market value. Fair market value is to be determined based on what a reasonable person would expect to pay for an item when looking to purchase it and what a reasonable seller would be willing to sell it for. **Candidates must be prepared to submit receipts documenting their expenditures/donations upon arrival to State Leadership Conference.**
- Onsite campaigning by candidates and/or their representatives may begin after registration for the State Leadership Conference closes and may continue until voting closes.
- Campaign tables will be provided to each candidate.
- Campaign materials can include, but are not limited to, handout materials or posters. **Candy and other food items are prohibited.** Facility policies do not allow the posting of campaign materials on facility walls.
- Candidates and their campaign teams are responsible for ensuring that no campaign materials are left in any rooms. Each candidate is responsible for picking up his/her own materials. **Please refrain from using any possible material that could easily make a mess (i.e. glitter, sequins, etc.) as you will be accountable for any possible fees that the facility could issue you.**





Election

- The Election process consists of three parts: election by voting delegates, Phase II score and Phase I score. The total of all three parts will be calculated to determine who has been elected to each available office.
 - o Voting by voting delegates represents 40% of the election.
 - o The candidate's Phase II score (as calculated from the Rating Sheets) represents 30% of the election.
 - o The candidate's Phase I score will constitute 30% of the election.
- Results will be announced at the Recognition Session Ceremony of SLC.
- If elected, the Representative will be required to stay an hour and a half after the Recognition Session for a mandatory Region Representative Briefing. Advisors to the newly elected Representative are encouraged to attend as well and are responsible for all information presented at this meeting.
- Those not elected will not serve the Georgia HOSA Region Representatives program, unless there is a vacancy, at which point, the candidate with the highest collective score on the rating sheet may be asked to fill the vacancy.



Region Representative Code of Conduct Form

HOSA and related Educational programs offer training to students with career objectives in the fields of health care and leadership. Because individual conduct and appearance is an aspect of this training, it becomes the responsibility of participant to see that proper conduct is adhered to at all times. Violations of this conduct code will not be tolerated and may result in being sent home at the individual parent and/or guardian expense, removal from HOSA office, forfeiture of awards, suspension from future HOSA activities, and/or other appropriate measures.

- Participants must abide by all regulations of HOSA, appropriate school district policies, and applicable laws and ordinances from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
- Any trouble with the law could result in removal from office.
- Sexual conduct, material, and/or behavior are prohibited during an event. Males and females are not allowed to be in the same room without Georgia HOSA staff or an advisor in the room with you.
- Participants should keep their adult advisors informed of their activities and whereabouts at all times. Identification badges are to be worn at all appropriate times.
- The Dress Code must be followed at all times.
- Any unprofessional postings on a social media network or any posting that oppose the mission of Georgia HOSA will result in immediate removal from office.
- Participants in the presence, and/or having direct knowledge (not hearsay or rumor) of conduct violations must immediately separate themselves from the situation and report the violation to their advisor. Failure to do so will be viewed as the equivalent to participating in the transgression.
- Participants are expected to conduct themselves in a professional leadership manner. If any infractions are documented, consequences will be completed in a timely fashion or face immediate removal from office.
- If participant receives ISS or OSS at the local school level, information will be provided to the Executive Director within three business days.

By signing below, the parties agree to abide by all policies and information included the Region Representative Code of Conduct form.

<i>Region Representative Candidate</i>	<i>Date</i>
<i>Chapter Advisor</i>	<i>Date</i>
<i>Parent/Guardian</i>	<i>Date</i>
<i>School Principal</i>	<i>Date</i>



Region Representative Candidate Agreement

Region Representative agree to uphold and fulfill the responsibilities of their office and the General Duties of all Region Representative as outlined in this guide.

Removal from Office

If any of the following occur, the Representative may be removed from the Region Representatives Program:

- Missing or not arriving on time for any official Georgia HOSA meeting or event/conference that is required of Region Representatives including Region Representative conference calls, in person meetings, etc.
- Violations of the Region Representative Code of Conduct.
- Lacking sufficient preparation and readiness for meetings, conferences, and events on two (2) separate occasions.
- Grades falling below the standard of 3.0 cumulative G.P.A. (on a 4.0 scale) will result in a temporary suspension of duties until the next grading report. If improvement occurs, suspension will be lifted, and the Region Representative will resume his/her duties. However, if unsatisfactory performance is made with respect to grades, the Region Representative will be dismissed from office.

If the decision is to remove a Region Representative or if the Region Representative resigns, the Region Representative will be required to pay back all expenses incurred during their year of office. Georgia HOSA is committed to providing a top-notch leadership experience for our Region Representative Program and we firmly believe it is one of the best in the nation. Georgia HOSA makes a significant investment each year in the leadership training, professionalism, and travel/lodging expenses of Region Representatives.



Calendar of Events

If elected, the candidate agrees to attend the following events in their entirety. Additional events could arise throughout the year that the Region Representatives are required to attend. There will also be other opportunities for travel such as chapter visits.

Title	Date	Location
New Region Representatives Briefing	March 5, 2021	Marriott Marquis, Atlanta, GA
New Region Representatives Training	March 2021	Atlanta, GA
Officer JumpStart Preparation/CTSO Summer Officer Training	End of May 2021 June 2021	Georgia FFA – FCCLA Center Covington, GA/Atlanta, GA
HOSA International Leadership Conference	June 23-26 2021	Orlando, FL
Officer JumpStart (North, Central, South)	July 20-23, 2021	Statewide
Fall Region Representatives Meeting	September 2021	Atlanta, GA
Washington Leadership Academy <i>*Optional</i> <i>*Georgia HOSA will pay for registration fee but all other fees. (hotel, airfare, meals, etc. are the responsibility of the Region Representative)</i>	September 2021 (TBD)	Washington, D.C.
Fall Leadership Rally	October 15, 2021	Perry, GA
Fall Leadership Conference	November 9-10 2021	Atlanta, GA
CTSO Winter Officer Training	January 2022 (Date TBD)	Georgia FFA – FCCLA Center Covington, GA
Winter Region Representatives Meeting	January 16-18, 2022	Atlanta, GA
State Leadership Conference	March 10-12, 2022	Atlanta, GA



Region Representatives are expected to attend all required functions in their entirety. Failure to attend events can result in removal from office. Candidates should confirm with their advisor, parent, and employer to ensure they will be able to attend all events.



Region Representatives Travel Authorization Form

All students must adhere to their school district’s student transportation policy and procedures. Please attach a copy of the completed district form pertaining to student travel during the Region Representative candidate’s year and complete the form below. Note: This form covers all official Georgia HOSA functions during the Region Representative’s term in office.

Please list all potential ways the Representative may travel to events:

Travel Authorization (If you do not wish to authorize any of the following travel options below please black out the X next to the item and initial to the left of it).

- The above-named student may drive herself/himself to Georgia HOSA functions as part of her/his official responsibilities.
- The above-named student can be transported to Georgia HOSA functions as part of his/her official responsibilities by means of parents and/or public transportation.
- The above-named student will be allowed to ride with other Region Representatives to get to and/or from Georgia HOSA functions as part of her/his official responsibilities.
- The above-named student will be allowed to ride with representatives of the state association or its agents/contractors to get to or during the above function as part of her/his official responsibilities.
- The above-named student will be allowed to ride with other Region Representatives DURING Georgia HOSA functions as needed to facilitate transportation. “During” is defined as the time between the scheduled start and finish of the meeting as outlined in this document.

Please note it is the responsibility of the student/advisor/parent/school administrator to arrange other modes of transportation. Missing an event could lead to the student’s dismissal from the team.

The Region Representatives Travel Authorization Form includes two pages. As a school administrator, my signature below verifies that the above modes of transportation are not in violation of the School District student transportation policy.

By signing below, I understand and agree to allow my son/daughter/student to travel by the means mentioned above to any Georgia HOSA event.

Region Representative Candidate *Date*

Chapter Advisor *Date*

Parent/Guardian *Date*

School Principal *Date*



Region Representative Candidate Agreement Signature Page

Includes: Region Representatives Code of Conduct Region Representatives Responsibilities, Individual Region Representative Responsibilities, and Removal from Office), Calendar of Events and all other pages in this guide.

The parent and school agree to:

- Permit the candidate to participate in all scheduled Georgia HOSA activities.
- If the student is elected, permit, and in the case of parents, authorize the student to visit Georgia schools and participate in Georgia HOSA chapter activities for the purpose of conducting official HOSA Region Representatives business.
- Encourage the candidate to take full benefit of the leadership development experience.
- Arrange necessary travel arrangements for the Region Representative to travel.

All parties release the HOSA, Inc. Board of Directors, Georgia HOSA, Inc. Board of Directors, the National and State HOSA staff, the state and local HOSA organizations, and any designated individual in charge of the HOSA group or specific activity from any legal or financial responsibility with respect to my personal or student's/child's participation in or contact with any known element associated with a HOSA activity.

This agreement can be referred to throughout the candidate's term of office as proof of full support, and permission to all events for their entirety. By signing below the parties agree to abide by all policies and information included on all pages of this application.

Region Representative Candidate

Date

Chapter Advisor

Date

Parent/Guardian

Date

School Principal

Date



Medical Release Form

*DIRECTIONS: All Region Representatives and their parent/guardian must complete this form. This authorization is valid through your term as a Region Representatives.
PLEASE TYPE OR PRINT NEATLY ALL INFORMATION. Retain a copy for your files.*

Home Address: _____ City: _____
 _____ Zip Code: _____
 Home Phone: _____
 School Name: _____ School Phone: _____
 Principal: _____ Local Advisor: _____

Parent/Guardian Name: _____
 Parent/Guardian Work Phone: _____

Emergency Contact

Name: _____ Phone Number: _____
 Alternate Name: _____ Phone Number: _____

Medical Background

Please completely describe any medical condition, which may recur or be a factor in medical treatment.

Allergy _____
 Physical Handicap _____
 Convulsions _____
 Medicine Reactions _____
 Blackouts _____
 Disease of any kind _____
 Heart or Lung Problems _____
 Other (Please be specific) _____
 Asthma _____
 Epilepsy _____



If currently taking any medication, please provide the name(s):

Physical restrictions or other conditions that should be known:

Insurance Information

Are you presently covered by group/medical insurance? _____ (Yes or No)

(If yes, complete the following)

Name of Insured _____

Insurance Company _____ Group # _____ Policy # _____

Physician's Name _____ Phone Number _____

Office Address _____ City _____

PARENT/GUARDIAN: (if under 18 years of age) Please check one of the following and sign your name.

_____ A. I give my permission for immediate medical treatment if required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.

_____ B. I do not give my permission for medical treatment until I have been contacted.

LIABILITY RELEASE:

I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage, health, and medical wellbeing. I understand that the association and its agents/contractors are not medical professionals and that communication of any health issues does not transfer responsibility for care, payment, or insurance coverage.

Further, on the behalf of the above named student the undersigned absolve and release the school officials, the HOSA chapter advisors, the HOSA staff/agents/contractors from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the HOSA officially sponsored activities. I authorize the chapter advisor, HOSA staff/agents/contractors to secure the services of a doctor, hospital, or other medical attention for the above-named delegate. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

We have read and agree to abide by the Student Conduct. Should a conduct code violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family's expense and/ or be removed from office if in a Region Representative status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community.



of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

I hereby release the chapter advisor, HOSA staff and its agents/contractors or any designated individual in charge of group or specific activities from any legal and financial responsibility with respect to my personal or my student's/child's participation.

The Medical Release Form includes three pages. By signing below the parties agree to abide by all policies and information included on all three pages of this form.

Region Representative Candidate

Date

Chapter Advisor

Date

Parent/Guardian

Date

School Principal

Date



Region Representative Candidate Rating Sheet

2021 – 2022 Region Representatives Team

Phase II

Virtual Interview					
<i>Oral Interview</i>					
Knowledge of HOSA, Career & Technical Education	1	2	3	4	5
Enthusiasm	1	2	3	4	5
Content of responses	2	4	6	8	10
<i>Communication Techniques</i>					
Voice-Pronunciation, Diction	1	2	3	4	5
English usage	1	2	3	4	5
Eye contact with interviewer	1	2	3	4	5
<i>Total Interview Points (out of 35)</i>					
Onsite Interview					
<i>Appearance</i>					
Grooming	1	2	3	4	5
Posture	1	2	3	4	5
Clothing (pressed, polished, etc.)	1	2	3	4	5
<i>Oral Interview</i>					
Knowledge of HOSA, Career & Technical Education	1	2	3	4	5
Enthusiasm	1	2	3	4	5
Content of responses	2	4	6	8	10
<i>Communication Techniques</i>					
Voice-Pronunciation, Diction	1	2	3	4	5
English usage	1	2	3	4	5
Eye contact with interviewer	1	2	3	4	5
<i>Total Interview Points (out of 50)</i>					

Total Points Received (out of 85): _____

Total Points Required for Phase III: 59

Advancement to Phase III: Yes No



Candidate Exam Study Guide

As Region Representatives, one of your primary goals is to communicate the message of Georgia HOSA to members, advisors, and industry professionals. Acting as state ambassadors, Region Representatives endorse the state brand and are expected to be the most knowledgeable of the opportunities that HOSA has to offer. In preparation for the Candidate Exam, review the following suggested study references; the following consists of material to help guide you as you study for this exam. The suggested study references below do not encompass all questions that may be asked on the exam. The exam will be multiple choice, true/false, fill in the blank, and short-answer and will consist of general HOSA history, Georgia HOSA facts and history and competitive event knowledge. Be familiar with the National HOSA and Georgia HOSA websites.

International HOSA

- Important founding dates and state involvement
- HOSA Identity
 - Staple HOSA Sayings
- International HOSA Locations
- International Service Project
- HOSA Uniform
- HOSA Membership
 - Categories
 - Current National and State Membership
- HOSA Graphics and Emblem
- Starting a HOSA Chapter
- International HOSA Representation
 - Board of Directors
 - International Executive Council
- Important HOSA Resources
 - HOSA Handbook

Competitive Events

- Event Categories
- Number of Events

Suggested Study References

- Georgia HOSA Website
 - HOSA Scavenger Hunts
 - E-Magazine
 - Events/Conferences

- National HOSA Website
- Statesman Award Test

Parliamentary Procedure

- What is Parliamentary Law?
- Parliamentary Procedure Ensures:
 - The Right to the Minority
 - The Rule of the Majority
 - Partiality to None
- Basic Parliamentary Definitions:
 - Main Motion
 - Second
 - Amendment
 - Quorum

Georgia HOSA

- Founding Dates
- Georgia HOSA Representation
 - Board of Directors
 - State Officers
- State Events & Locations
 - Location of Georgia HOSA Headquarters
 - Conference and Events offered throughout the year.
- Georgia HOSA Membership
 - Becoming a Member
- Audience Missions
 - Students, Teachers, Industry Professional