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**Please type the following into the Chat  
feature:**

**First and Last Name**

**School**

**Region # (if you know it) or County Name**





# Chapter Advisor Mini-series: Affiliation & Chapter Incentive Grants

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SEPTEMBER 4, 2024

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# Affiliation Criteria



# Affiliation Process

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## TWO PARTS

Cal-HOSA Affiliation Survey

Cal-HOSA – Beyond All Limits

HOSA Affiliation

HOSA – Future Health Professionals

# Cal-HOSA Affiliation Criteria – Pathway Courses

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To affiliate as a Cal-HOSA chapter you must have at least one of the following CTE options currently running at your school site:

Career Technical Education (CTE) health science pathway, or  
Health science and medical technology sequence of courses, or,  
Health science and medical technology academy, or,  
A sequence of two courses that meet the CTE course requirement and  
are reported to CDE on the Cal Pads data system annually.

**A single CTE course does not qualify a student as eligible for Cal-HOSA membership.**

# Cal-HOSA Affiliation Criteria – Advisor Credentials

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Lead Advisor and/or co-advisor must have a CTE Health Science and Medical Technology (HSMT) credential **AND** must be the teacher of the CTE course in the HSMT pathways or sequence of courses.

**\*\*Please note: 2024-25 affiliation year will allow the co-advisor not be CTE HSMT credentialed, however, the co-advisor should be working on the CTE HSMT credential for 2025-26 affiliation, for there will be no exception.\*\***

# Cal-HOSA Affiliation Criteria – Middle School Chapters

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## **Middle School Chapters**

Must be a direct feeder program to a high school with a health science pathway and provide CTE HSMT activities to students in the middle school

# Cal-HOSA Affiliation Criteria – Postsecondary Chapters

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## **Collegiate/Postsecondary Chapters**

Must have a minimum of five (5) students majoring in health science and an advisor.

Postsecondary advisors should be teaching a HSMT course(s)



# Cal-HOSA Affiliation Criteria – Private Secondary School Chapters

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## Private Secondary Schools

Must provide documentation of CTE content in a sequence of courses aligned with the California Department of Education CTE Model Curriculum Standards within the designated CTE pathway;

Leadership skills must be embedded within the courses

It is recommended that the instructor/advisor have a CTE HSMT credential

# Cal-HOSA Affiliation Criteria

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At least five (5) currently enrolled students and one advisor to affiliate.

School administration and district support of the chapter

**Student members must be currently enrolled or have recently completed the CTE pathway**

# Affiliation Process

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1. New and returning chapters **MUST** complete the affiliation survey on Cal-HOSA.org.
2. Once the Affiliation Survey has been **SUBMITTED**, the State Advisor will review and make recommendations for chapter approval directly to HOSA.
3. Once approved, a Cal-HOSA affiliation survey confirmation email will go out to the lead advisor that indicates the next steps of the affiliation process.
4. A separate email from HOSA.org will be sent to new advisors that will contain a chapter number and password specific to the new chapter.
5. Ongoing advisors will continue to use their assigned chapter number and password.

# Affiliation Process 2 - Steps

## Cal-HOSA Affiliation

Chapter Advisor completes the Affiliation Survey on the Cal-HOSA.org website

## Cal-HOSA Review & Process

State Advisor reviews application & verifies information  
Cal-HOSA Headquarters reviews each chapters' financial account for any balances that still need to be paid

## HOSA Affiliation Process

HOSA receives confirmation from Cal-HOSA to activate account  
Chapter Advisor continues their affiliation by registering their chapter info

**THIS PROCESS CAN TAKE UP TO 10 DAYS**

# Moving Forward

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**All Cal-HOSA affiliation criteria will be required!**

Both Advisor & Co-advisor **MUST** be CTE HSMT credentialed (middle & secondary)

CTE HSMT Cal-PADS coded pathway (secondary)

At least 5 students currently enrolled in CTE HSMT pathway or recently completed the pathway

# WHAT IS CAL-HOSA?

Cal-HOSA serves the health science and health careers students enrolled in Career Technical Education programs at middle school, high school and postsecondary education in California.

**Cal-HOSA is not a club, rather a health science and medical technology intra-curriculum strategy that is part of an instructional program that prepares students for health care careers.**

# HOSA.org Affiliation Process

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- Local advisors are encouraged to complete the affiliation process carefully and accurately. Chapters will be expected to pay for all affiliated members. HOSA does not allow substitutions for those members.
- **Affiliation fees are paid directly to HOSA!!** The address at the top of the invoice is where the payment is sent. HOSA sends a monthly Batch to the Chartered Association for their portion of the affiliation fees. Questions should be addressed to Hope Antrim at [hope.antrim@hosa.org](mailto:hope.antrim@hosa.org).
- A **personal email address** versus an advisor/school email address should be entered when affiliating the student member. This promotes more efficient communication when HOSA sends a message to student members.

# HOSA Affiliation

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- HOSA 100 Club – Initial chapter membership must be submitted by October 15 of the current membership year. Print the certificate to hang in the HOSA HSE classroom or HOSA meeting room!
- HOSA 100% Affiliation – 100% of the health science or biomedical science students enrolled in the program are also HOSA members. This is another great certificate to hang in the HOSA HSE classroom or HOSA meeting room!



# HOSA Affiliation Incentives for Consideration

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- Recognize the first (5, 10, 15, etc.) chapters affiliating in the membership year at the State Leadership Conference (SLC).
- Recognize local chapters with 100% affiliation at the SLC.
- Recognize chapters affiliating by October 15 at the SLC.

Recognize chapters attaining Gold Chapter status at the SLC.

Present each registered Alumni with a specially designed Chartered Association HOSA Alumni pin.

# HOSA Alumni Affiliation

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Alumni registration - It's **FREE** and can be completed anytime throughout the membership year!

When affiliating the HOSA members graduating in this membership year from an SS or PS/C local HOSA chapter, have them complete the FREE registration process.

When **ALL** graduating HOSA members are registered as HOSA Alumni, the Local Advisor clicks on "Gold Chapter" in the Recognition section under Chapter Information of the affiliation process.

Link to [HOSA Alumni](#).

# Before Beginning the Affiliation Process

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The chapter charter # and password; if you have misplaced your charter # and/or password, contact [conferencecal-hosa@gmail.com](mailto:conferencecal-hosa@gmail.com)

**A list of members and their personal email addresses.**

- HOSA recommends using the student's personal email and not the teacher's email address for communication purposes, when registering volunteer hours for Barbara James Service Award (BJSA) and for registration of donations to the HOSA Service Project (HSP)

# Before Beginning the Affiliation Process

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The affiliation application does not need to be completed at one time. You can leave the application unfinished and return to it later by clicking the triangle button on the top-left of your screen or by closing the browser. There will be a red “**Finish Application**” button on the home screen so that you can return to this point at any time.

At least one local advisor must be affiliated.

# HOSA Affiliation Directions

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Access the International HOSA homepage @ [www.hosa.org](http://www.hosa.org).

In the **blue** area, upper right corner of the screen, click “LOGIN.”

On the next screen fill in the fields “Charter Number” and “Password.”

Click “Login” to access the Local Advisor Dashboard/Portal (Chapter Home Screen).

Under “Membership” click the + button and follow the screen prompts.

Complete all applicable fields

# HOSA Affiliation Directions

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**Chapter Information screen** – Complete all fields. An explanation is provided for each section under Recognition and Activities. Set the goal of having 100% affiliation...this means ALL students enrolled in the HSE (Health Science Education) class are affiliated.

**Member Information screen**– Follow the prompts. Remember to click “Save” after entering each new member.

**Chapter Demographics Information screen** - PLEASE NOTE THE FOLLOWING CLARIFICATION: Information on this screen should reflect the total number of students in your HSE (Health Science Education) class not only those being affiliated.

# HOSA Affiliation Directions

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Correctly and accurately enter the member's name. The way a member's name is entered in the HOSA affiliation system will be the way it appears on tests, name badges, etc.

- Check for the correct spelling of the member's name
- Capitalize the first letter of the member's first and last name
- Do not use nicknames

HOSA recommends **using the student's personal email and not the teacher's email address for communication purposes**, when registering volunteer hours for Barbara James Service Award (BJSA) and for registration of donations to the HOSA Service Project (NS).

# HOSA Affiliation Directions

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**Schedule of Affiliation Application Fees screen** – This screen shows the total number of members affiliated. To ensure accuracy and completeness of all entries, view the “Affiliations Application” by clicking “Membership” next to the triangle at the top-left of your screen. Return to the Member Information screen to make edits before completing the affiliation application process.

**Chapter Affiliation Agreement screen** – *PLEASE READ CAREFULLY* before clicking “Submit Application.”



# HOSA Affiliation Directions

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Credit card payment can be made by completing the fields on the next screen or by clicking “Pay by Credit Card” on the Local Advisor Dashboard/Portal (Chapter Home Screen).

An “Account Statement” is sent to your email after submitting the affiliation application and can be accessed on the Local Advisor Dashboard/Portal (Chapter Home Screen) under “Membership,” “Account Statement.”

# Affiliated Member Payment

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Chapters will be expected to pay for all affiliated members.

- Double check the names on the affiliation list under the “Member Information” step. Make sure the information is correct and accurate. Make any edits before submitting the application.
- Members cannot be removed once they have been affiliated and the application is submitted.
- HOSA does not allow substitutions of members.
- HOSA does not allow refunds once the application has been submitted.
- By submitting this application, you understand that there are no deletions, and no refunds allowed once the application has been submitted.

# HOSA Affiliation Payment Info

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## **PAYMENT IS MADE DIRECTLY TO HOSA**

- **Payment is due within 30 days of submitting the application.**
- Payment by check
  - Make the check payable to HOSA-Future Health Professionals.
  - Include the charter number on the check to assist International HOSA in crediting the correct chapter for payment.
  - Send the check to HOSA-Future Health Professionals | 548 Silicon Drive, Suite 101 | Southlake, TX 76092.
- Payment by credit card
  - Credit card payment can be completed through the payment feature located after clicking “Finish Application.”
  - If you prefer to give the credit card information to a HOSA Staff member, call HOSA @ 800.321.4672 and ask for Hope Antrim.

# Who Do I Contact?

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Financial Account: [headquarters.calhosa@gmail.com](mailto:headquarters.calhosa@gmail.com)

Log-in & Webpage: [diane.bartosch@hosa.org](mailto:diane.bartosch@hosa.org)

Affiliation Criteria: [tneilson@cde.ca.gov](mailto:tneilson@cde.ca.gov)

# FAQ #1

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Q: We have a dedicated Academy period where we run HOSA. If they are under my tutelage as a CTE teacher, but not enrolled in the HSMT Pathway, will they still be allowed to join HOSA because that is essentially what we formally do for that period weekly.

*A: No. Cal-HOSA is not a club or a homeroom period, rather a health science and medical technology curriculum strategy that is part of an instructional program that prepares students for health care careers.*

*The academy period is not part of your pathway; however, students can continue to receive the instruction you are already providing, they would just not be able to affiliate until they are part of your HSMT pathway. You can still get them interested in the HSMT pathway you offer and prepare them for leadership roles and competition in HOSA.*

# FAQ #2

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Q: We have three courses in our pathway. If they have completed the pathway, but are not enrolled this year, and were past HOSA members, can they still join this year?

*A: Yes.*

# FAQ #3

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Q: We have three course HSMT pathway. If they have taken 2 courses, but did not complete the pathway and are not enrolled this year, but were past HOSA members, can they still join this year?

*A: No, because students have yet to complete the pathway and are not currently enrolled in the HSMT pathway.*

# FAQ #4

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Q: What if my co-advisor(s) are not CTE HSMT credentialed teachers?

*A: 2024-25 affiliation year will allow the co-advisor not be CTE HSMT credentialed, however, that co-advisor should be working on the CTE HSMT credential for 2025-26 affiliation, for there will be no exceptions*



# FAQ #5

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Q: What if my co-advisors are not teachers at all, rather they are school staff and/or parents?

*A: They would not be considered a co-advisor because they do not have an HSMT credential. They would be considered a chaperone instead.*

*Contact the Cal-HOSA State Advisor to discuss this type of situation*

# FAQ #6

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Q: How will the affiliation criteria be enforced?

*A: It is the chapter advisor's responsibility to ensure that the information that is being used to affiliate is true and correct. There are statements in the affiliation process that are signed by the chapter advisor and their administration attesting to the information providing.*

# FAQ #7

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Q: I am not able to access my account on HOSA.org, it says that my account has been suspended?

A:

1. *Have you completed the affiliation survey on Cal-HOSA.org?*
2. *Do you have a balance that is owed to Cal-HOSA from prior year(s) activities that your chapter participated in and did not pay for?*
3. *Contact [headquarters.calhosa@gmail.com](mailto:headquarters.calhosa@gmail.com)*

# FAQ #8

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Q: Where can I get my chapter number and password?

A:

*New – After confirmation of affiliation survey has been processed, within a few days, a separate email from HOSA.org will be sent with your chapter number & password*

*Returning – After confirmation of affiliation survey has been processed, continue to use your chapter number and password that had been used in prior years*

# FAQ #9

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Q: Our chapter had been affiliated in prior years, but I am a brand-new advisor, and no chapter number or password was left behind?

*A: Contact [diane.bartosch@hosa.org](mailto:diane.bartosch@hosa.org) for log-in information*

The background consists of a dense, overlapping pattern of colorful sticky notes in shades of pink, light blue, light green, and yellow. Each sticky note features a large, faint, grey question mark. A thin, horizontal black line is positioned above the main text.

# **Affiliation Questions?**

The background of the slide is a dense, overlapping pattern of US dollar bills, including one-dollar and two-dollar bills, rendered in a light, semi-transparent grey color. A thin horizontal line is positioned above the text.

# **Chapter Incentive Grants**

# Chapter Incentive Grants

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Cal-HOSA Chapter Stipend Application: [Chapter Stipend Application – Cal-HOSA](#)

Applications to receive the Chapter Stipend opens **September 1, 2024, and closes October 2, 2024, at 4:00 pm.** No extensions.

Chapter stipends will be calculated on a \$500.00 base plus \$5.00 per student member affiliated from the ***PRIOR academic year (August 2023 – June 2024).***

$$\mathbf{\$500 + 100 \text{ students } (\$5 \times 100 = \$500) = \$1000}$$

Funds **must be spent** within the current Cal-HOSA year: August 1st, 2024 - July 31, 2025.

**Unclaimed chapter stipend checks over 30 days will automatically be credited to your chapter account.**



# Chapter Incentive Grants

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California HOSA, Inc. now offers the option of receiving payments via Electronic Funds Transfer (EFT) to our vendors/chapters.

Payments will be electronically deposited into your company's designated bank account through ACH (Automated Clearing House).

ACH payment remittance advice will be delivered via email.

Signing up for Vendor ACH payments provides several benefits for our vendors

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# **Chapter Incentive Grant Questions?**

# Chapter Advisor Mini-Series

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Date	Time	Topic	Lead Facilitator
September 11	4-5pm	Chapter Advisor Expectations Calendar Planning FLC Information (Register: September 4 – October 14) (Event: October 26 & November 2)	CA State Advisor & Headquarters
September 25	4-5pm	Competitive Events Signing up for Competitions	Competitive Events Team

# Tara Neilson, Education Programs Consultant

## Cal-HOSA State Advisor

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