



A Kean University Program

Funded by the NJ Department of Education

2026-2027 LEADERSHIP MANUAL

TRANSFORM YOUR TOMORROW

NJ HOSA Theme | National HOSA Theme: Redefine the Standard

New Jersey HOSA
An Association of
HOSA - Future Health Professionals

A New Jersey Career and Technical Student Organization

New Jersey HOSA is funded under the auspices of the
Office of Career Readiness of the
NJ Department of Education Awarded to Kean University

Student Activities
are funded through state membership monies in cooperation with the
New Jersey Department of Education

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Managed by Kean University
A Kean University Program Funded by the NJ Department of Education



**ACTIVITIES AND PROCEDURES WITHIN NEW JERSEY
HOSA – FUTURE HEALTH PROFESSIONALS (NJ HOSA)
ARE GOVERNED BY THE PHILOSOPHY OF SIMPLE
FAIRNESS TO ALL.**

**THEREFORE, THE POLICY OF NJ HOSA IS THAT ALL
OPERATIONS WILL BE PERFORMED WITHOUT
REGARD TO RACE, SEX, COLOR, NATIONAL ORIGIN,
SEXUAL ORIENTATION OR DISABILITY.**

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Section 1: Welcome and Quick Start

A Message from the NJ HOSA State Advisor

Dear NJ HOSA Chapter Advisors,

On behalf of New Jersey HOSA – Future Health Professionals, welcome to the 2026-2027 program year. Whether you are opening your first chapter or returning for another year of leadership, thank you for the work you do to prepare New Jersey's next generation of health professionals.

This year, National HOSA is calling on members to Redefine the Standard, and here in New Jersey, we're answering that call with our own theme: Transform Your Tomorrow. Every chapter meeting, every competitive event, every hour of community service is a small, deliberate step toward the health professional each of your students is becoming, and toward a higher standard for healthcare in our state.

This year's Leadership Manual has been substantially rebuilt to give you clearer answers, faster. You'll find expanded guidance on chapter leadership and management, a consolidated policies and procedures section, a full walk-through of our conference calendar, and a newly formalized NJ HOSA State Advisory Council to help guide our organization's growth. We are also proud to announce Healing the Children New Jersey as this year's statewide Community Service Project partner, connecting our students' service directly to the pediatric medical care our mission is built around.

None of this happens without you. NJ HOSA's role as a pipeline into New Jersey's healthcare workforce depends entirely on the advisors who show up for their students every day, and we do not take that for granted.

If you have questions at any point this year, my door is open. Please don't hesitate to reach out.

Here's to a great year ahead!

Sincerely,

Mr. Christian Roman NRP, MICP

State Advisor, New Jersey HOSA

Kean University, Townsend Hall, Room 209

1000 Morris Avenue Union NJ 07083

croman@njhosa.org

908-737-0238

How to Use This Manual

This manual is organized into ten sections, moving from orientation (Sections 1-2) through membership and chapter operations (Sections 3-4), policy (Section 5), the conference calendar (Section 6), competitive events (Section 7), recognition programs (Section 8), state officer leadership (Section 9), and reference materials (Section 10). Advisors new to NJ HOSA should read Sections 1 through 5 in full before their first conference. Returning advisors can use the Table of Contents and Section 10's checklists to jump directly to what they need throughout the year.

Important Annual Updates for 2026-2027

- Manual reorganized into ten sections, with a new Chapter Leadership and Management section (Section 4) covering the Program of Work, local officer duties, and chapter operations for the first time.
- NJ HOSA State Advisory Council formally established under Article III, Section D of the NJ HOSA Bylaws.
- NJ HOSA State Executive Council roster corrected/confirmed at nine positions: President, President-Elect, three Regional Vice Presidents, Postsecondary/Collegiate Vice President, Secretary, Historian, and Parliamentarian.
- Minimum chapter membership requirement set at 5 members + 1 Advisor
- Membership dues confirmed at \$20 per member (\$10 National HOSA / \$10 NJ HOSA), processed as a single payment through the National HOSA online membership system.
- Parent chaperones are no longer permitted under any circumstances, consistent with current NJ HOSA policy.
- New Officer Reimbursement Policy formally added.
- New Vacancies and Succession policy for the State Executive Council formally added.
- Statewide Community Service Project partner for 2026-2027: Healing the Children New Jersey (htcnj.org).
- Regional testing is now a qualifying round only; qualifying members re-test virtually during the SLC testing window before performing any skill component in person at SLC.
- New Advisor Meetings initiative: monthly virtual meetings for Chapter Advisors to ask questions and receive updates directly from the State Office, recorded and distributed afterward.
- We have increased out team limits from one team per chapter to two teams per chapter

NJ HOSA 2026-2027 Theme

New Jersey HOSA is proud to introduce the 2026-2027 theme: 'Transform Your Tomorrow'.

As we enter a year of change and growth, the State Executive Council believes this statement encompasses the importance of embracing change and taking initiative to shape the future we envision. We hope this theme inspires our members to recognize that their future is not something they simply wait for, but something they have the power to create through the choices and actions they take today.

This year, New Jersey HOSA will undergo transformative changes. From our State Leadership Conference becoming an overnight experience to reaching a record-high number of members, we are excited to expand the resources, opportunities, and experiences available to our members. As our organization continues to grow, we want our members to grow alongside it by pursuing opportunities that bring them closer to their goals.

Through “Transform Your Tomorrow,” we hope to remind every New Jersey HOSA member that transformation begins with action. Whether that means becoming more involved in their chapter, exploring a career in healthcare, or simply taking the first step toward a personal goal, every action has the potential to shape their tomorrow. As the State Executive Council, we are excited to transform alongside our members and create a year that empowers them to envision the future they want and take the steps necessary to achieve it.

State Office Contact Information

Role	Name	Email
State Advisor	Mr. Christian Roman	croman@njhosa.org
Executive Director	Dr. Jeffrey Victor	jvictor@njhosa.org
Registration/Tabulations Coordinator	Ms. Grace McCloskey	gmccloskey@njhosa.org
Assistant Tabulations Coordinator	Ms. Gale Fanale	gfanale@njhosa.org
State Officer Coach	Jaya Singh	jsingh@njhosa.org
Assistant Officer Coach	Antharkish Nair	anair@njhosa.org

New Jersey HOSA Executive Council 2026-2027

Name	Region/School	Advisor
Jasmine Thakral President Email: president@njhosa.org	Central West-Windsor-Plainsboro High School North	Donna Grygiel Email: donna.grygiel@wwprsd.org
Leena Doura President-Elect Email: presidentelect@njhosa.org	North Passaic County Vocational Technical School	Deanna DeVore and Naphysah Duncan Email: ddevore@pcti.tec.nj.us and nduncan@pcti.tec.nj.us
Maanya Anjoo Northern Regional Vice President Email: nrvp@njhosa.org	North Morris County School of Technology	Justin Jacobs and Thalia Ramirez Email: jacobsj@mcvts.org and ramirez@mcvts.org
Om Purani Central Region Vice President Email: crvp@njhosa.org	Central Piscataway High School	Akilah Johnson Email: ajohnson@pway.org
Kayden Felder Southern Region Vice President Email: srvp@njhosa.org	South Kingsway Regional High School	Karen Vargas Email: vargask@krsd.us
Sujal Dhoka Post-Secondary/Collegiate Vice President Email: pscvp@njhosa.org	Rutgers University	
Aryan More Parliamentarian Email: parliamentarian@njhosa.org	Central Piscataway High School	Akilah Johnson Email: ajohnson@pway.org
Berit Amoateng Secretary Email: secretary@njhosa.org	Central Woodbridge Academy Magnet School	Erin Creighton Email: creightone@mcmsnj.net
Anay Munje Historian Email: historian@njhosa.org	Central Union County Vocational Technical School	Nicole LeVichi and Elliot Platt Email: nlivecchi@ucvts.org and eplatt@ucvts.org

Quick-Reference Deadline Sheet

Deadline	Date
WLA Registration Window	Aug 1 – Aug 31
Advisory Council Applications Due	Oct 1
FLC Registration Window	Sept 14 – Oct 9
Pin Design Entries Due	Nov 30
Executive Council Application Deadline	Dec 4
Affiliation Deadline (roster + dues)	Dec 17
Regional Competition Registration Window	Dec 4 – Jan 15
Regional Testing Window	Jan 25 – 27 (makeups Jan 28–29)
SLC Registration Window	Feb 5 – Feb 26
SLC Testing Window	Mar 15 – 17 (makeups Mar 18–19)
Pre-Judged Materials Due @5pm	March 19
Scholarship and Standards of Excellence Due	Mar 26
Supplemental Affiliation Deadline	Mar 31
Barbara James Service Hours Approved By Advisor by 5:00pm	Apr 2
State Leadership Conference	Apr 11 – 13
Officer Reimbursement Requests Due	May 1
ILC State Registration Deadline	May 7
ILC National Registration Deadline	May 14
International Leadership Conference - Philadelphia, PA	June 22 – 25

2026-2027 Calendar of Events

Date	Event	Location
July		
20 to 23	Executive Council Leadership Training - In Person	Kean
August		
1	Washington Leadership Academy (WLA) Registration Opens	
31	Washington Leadership Academy (WLA) Registration Closes	
September		
11	Executive Council Meeting @4pm	Virtual
14	State Fall Leadership Conference Registration Opens @8am	
19 to 22	Washington Leadership Academy	Capital Hilton/ Washington D.C
October		
1	Advisory Council Applications Due @5pm	
2	Executive Council Meeting @4pm	Virtual
9	State Fall Leadership Conference Registration Closes @5pm	
28	State Fall Leadership Conference and Advisor Meeting	Kean University
November		
2 to 6	HOSA Week	
6	Executive Council Meeting @4pm	Virtual
19	Monthly Advisor Meeting	Virtual
30	Pin Designs due to NJ HOSA State Office	
December		

4	Regional Competition Registration Opens @8am	
4	Executive Council Meeting @4pm	Virtual
4	Executive Council Application Deadline @5pm	
7	Monthly Advisor Meeting	Virtual
17	National HOSA Affiliation Deadline	
January		
6	Monthly Advisor Meeting	Virtual
8	Executive Council Meeting @4pm	Virtual
15	Regional Competition Registration Closes @5pm	
25 to 27	Regional Testing	Virtual
28	Executive Council Testing from 8am to 12pm	Virtual
28 and 29	Regional Testing Make Ups	Virtual
February		
3	Regional Testing Results Release	
5	State Leadership Conference Registration Opens @8am	
10	Monthly Advisor Meeting	Virtual
12	Executive Council Screening and Meeting 9am to 5pm	Liberty Hall @ Kean University
26	State Leadership Conference Registration Closes @5pm	
March		
5	Executive Council Meeting @4pm	Virtual
11	Monthly Advisor Meeting	Virtual
15-17	State Leadership Conference Testing	Virtual
18 and 19	State Leadership Conference Testing Make Ups	Virtual
19	Pre-Judge Materials Due @5pm	

26	Scholarship Applications, NJ Community Service Project, and Chapter Standards of Excellence Due by 5pm	
April		
1	Advisor Monthly Meeting	Virtual
2	Executive Council Meeting @4pm	Virtual
2	State Leadership Conference Barbara James Service Hours Approved by 5pm	
10	Officer and Officer Candidates Arrive for State Leadership Conference at 8am	Harrah's, Atlantic City
11 to 13	State Leadership Conference	Harrah's, Atlantic City
May		
6	Advisor Monthly Meeting	Virtual
7	ILC State Deadline for Registration and Pre-Judge Material Submission @5pm	
26	Executive Council Transition Meeting - In Person 10am to 2pm	Kean University
14	National HOSA Registration Deadline and Deadline for National Barbara James Service Approval	
June		
10	Monthly Advisor Meeting	Virtual
22 to 25	International Leadership Conference	Philadelphia, PA

Special Note for ILC: We encourage all to plan on arriving on Monday, June 21 just in case there are issues with flights/rail and to ensure that all are on site in time to check in their hotel, arrive at the registration site on Tuesday before it closes and be prepared for the Opening Ceremony that night.



Section 2: About New Jersey HOSA

What is HOSA – Future Health Professionals?

HOSA-Future Health Professionals is an international student organization recognized by the U.S. Department of Education and the Health Science Education Division of ACTE. New Jersey HOSA is the chartered state association for New Jersey, currently serving nearly 6,000 Career-Technical/Vocational Education and public high school students across more than 80 chapters statewide. HOSA provides a program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in health science education and biomedical science programs, or who are interested in pursuing a health career. HOSA is 100% health care!

HOSA is never referred to as “Health Occupations Students of America” — it is simply “HOSA” or “HOSA-Future Health Professionals.”

Mission

The mission of HOSA is to empower HOSA-Future Health Professionals to become leaders in the global health community through education, collaboration, and experience.

Purpose

The purpose of HOSA-Future Health Professionals is to develop leadership and technical HOSA skill competencies through a program of motivation, awareness, and recognition, which is an integral part of the Health Science Education instructional program.

Goals

HOSA believes the following goals are vital to each member:

- Promote physical, mental, and social well-being
- Develop effective leadership qualities and skills
- Communicate more effectively with people
- Develop character and responsible citizenship

- Balance service to others with pride in one's own work
- Make realistic career choices and pursue successful employment in healthcare
- Understand the importance of interacting and cooperating with others
- Encourage individual and group achievement
- Understand current healthcare issues, environmental concerns, and community/national/global needs
- Get involved in local, state, and national healthcare and education projects
- Support Health Science Education instructional objectives
- Promote career opportunities in healthcare

HOSA Creed

I recognize the universal need for quality, compassionate healthcare.

I understand the importance of academic excellence, skills training, and leadership development in my career pathway.

I believe through service to my community and to the world, I will make the best use of my knowledge and talents.

I accept the responsibility of a health professional and seek to find my place on a team equally committed to the well-being of others.

Therefore, I will dedicate myself to promoting health and advancing healthcare as a student, a leader, an educator, and a member of HOSA-Future Health Professionals.

Core Values

Learning — We are committed to becoming respected, knowledgeable, skilled health professionals, and to learning from our teachers, peers, and patients.

Leadership — We serve as role models in our academic program, profession, and community. We are ethical, accountable, and trustworthy.

Service — We are dedicated to serving others with compassion, treating everyone with respect and care.

Innovation — We continuously seek the knowledge and skills to address challenges and improve the health professions.

NJ HOSA's Role as a Healthcare Workforce Pipeline

New Jersey faces the same shortage of qualified health workers as the rest of the country. NJ HOSA exists to meet that need directly: by pairing Health Science Education classroom instruction with HOSA's leadership and competitive events program, NJ HOSA prepares students not just with technical skill, but with the people-oriented, team-based leadership the modern healthcare system requires. A HOSA chapter is not a club a few students join after school — it's a partnership between Health Science instruction and HOSA membership, working together to build New Jersey's next generation of health professionals.

Relationship Among NJ HOSA, HOSA Inc., the NJ Department of Education, and Kean University

- HOSA, Inc. is the national organization, headquartered in Southlake, Texas, which charters state associations and sets national bylaws, competitive event guidelines, and brand standards.
- New Jersey HOSA is the chartered state association, operating under HOSA Inc.'s national constitution and bylaws while maintaining its own NJ HOSA Bylaws.
- The NJ Department of Education, through its Office of Career Readiness, funds and oversees NJ HOSA as one of New Jersey's Career and Technical Student Organizations (CTSOs), alongside organizations like NJ DECA and NJ FBLA.
- Kean University serves as the grant recipient administering the NJ HOSA program on behalf of the NJDOE: running the statewide program and calendar per NJ and national bylaws, managing grant and membership funds under standard accounting principles, and administering student leadership and advisor professional development.

Membership Divisions

Per the NJ HOSA Bylaws, Article IV:

- ❖ Secondary — secondary students currently or previously enrolled in a health science program or corresponding health science curriculum at their school.
- ❖ Postsecondary/Collegiate — students enrolled in a postsecondary Health Occupations Education program below the baccalaureate level, or collegiate students pursuing a bachelor's degree in a health career program.
- ❖ Professional — health professionals, alumni, or adult community members supporting HOSA in a professional capacity. May pay fees but cannot vote, make motions, hold office, or compete.
- ❖ Alumni — former active members in good standing who have separated from a Health Occupations Education program. Retain most member rights except voting, office, and competition.
- ❖ Associate — students not enrolled in a health occupations program but interested in a health career, recommended by their local chapter. Cannot vote, hold international office, or compete internationally except as the International Competitive Events Program specifically allows.
- ❖ Honorary — individuals who have made significant contributions to Health Occupations Education, approved by the State Executive Council.
- ❖ Middle School — grades 6-8, enrolled in health science education or a health club, intending to pursue a health science career at the secondary level.

Membership Year: July 1 – June 30 (per Bylaws, Article IV.3)

NJ HOSA Governance Structure

State Executive Council

NJ HOSA's student leadership body, consisting of nine positions: President, President-Elect, Regional Vice Presidents (Northern, Central, and Southern), Postsecondary/Collegiate Vice President, Secretary, Historian, and Parliamentarian. The Executive Council meets monthly. Full position descriptions, qualifications, and the election process are in Section 9.

NJ HOSA State Advisory Council

Article III, Section 3 of the NJ HOSA Bylaws provides that “a State Advisory Council may be appointed by the State Advisor and State Executive Council to provide counsel, advice, and assistance to the State Organization in carrying out its functions.” The Advisory Council serves as an advisory body to the NJ HOSA State Office, providing feedback and recommendations on membership growth, conferences, competitive events, leadership development, partnerships, strategic planning, and the overall advancement of NJ HOSA.

Council members represent Chapter Advisors, student leaders, higher education, and healthcare/business professionals from across New Jersey. Per the NJ DOE CTSO Policies & Procedures Manual, at least 50% of the Council's membership must come from business/industry, and the Council must meet at least twice per school year. Council members are expected to actively participate in meetings, contribute ideas, and serve as ambassadors for NJ HOSA.

Applications are accepted through October 1 of each year and are reviewed by the State Advisor. Appointments are based on experience, geographic representation, and the needs of the organization.

Once appointments have been finalized, the official 2026–2027 NJ HOSA State Advisory Council roster will be published by the New Jersey HOSA State Office and made available to Chapter Advisors and members through official NJ HOSA communications.

State Office

The NJ HOSA State Advisor and Executive Director, housed at Kean University, hold day-to-day decision-making authority for the state association: coordinating the Executive Council, maintaining state and national membership records, approving conference logistics, and serving as the liaison between NJ HOSA and both HOSA, Inc. and the NJDOE.

HOSA Branding and Appropriate Logo Use

- HOSA's official brand colors are HOSA Navy (Pantone 7462), HOSA Tan (Pantone 481), and HOSA Maroon (Pantone 484).
- The approved font library is Arial (preferred/standard), with Calibri, DeKar, and Tahoma for headlines and subtitles.
- State associations and local chapters may use the official HOSA brand on printed materials, promotional items, and displays — but never on items intended for resale.
- The brand may not be altered, rotated, stretched, distorted, recolored, or combined with other logos or graphics.
- The official brand artwork may not be recreated by hand; high-resolution files are available through hosa.org/brand.
- State association materials should follow the “stacked” format (HOSA logo with “NEW JERSEY / STATE ASSOCIATION” beneath it, per HOSA Inc.'s state association examples).



Section 3:

MEMBERSHIP,

ELIGIBILITY, AND

AFFILIATION

Who is Eligible to Join

A student must be currently or previously enrolled in a health science course corresponding to a CTE CIP Code. Students may only participate through the school in which they are enrolled — there is no independent or at-large membership. Homeschooled students are not currently eligible for NJ HOSA membership, since membership requires enrollment in a school-based CTE health science program.

School Type Eligibility

There are no exclusions by school type. Private, charter, magnet, technical, and comprehensive schools are all eligible under the standard rule above (enrolled in a qualifying CTE health science program).

Satellite Campus / Shared-Time School Policy

Students in New Jersey's shared-time vocational-technical arrangements affiliate with the NJ HOSA chapter at their shared-time (county vocational-technical) school — where their health science coursework is delivered — not at their home/sending high school. Each shared-time campus maintains its own chapter charter.

Membership Categories

See Section 2 for the seven NJ HOSA membership divisions (Secondary, Postsecondary/Collegiate, Professional, Alumni, Associate, Honorary, and Middle School).

Minimum Chapter Membership Requirement

To be recognized as an active New Jersey HOSA chapter in good standing, a chapter must maintain a minimum of **five (5) affiliated student members** and at least **one (1) affiliated Chapter Advisor** for the current membership year.

All required state and international affiliation fees must be paid in full.

This standard follows the HOSA–Future Health Professionals competitive-event requirements, which define a chapter in good standing as having at least five members, an advisor, and affiliation fees paid in full.

Chapter Advisor Affiliation Requirement

Every NJ HOSA chapter must have a dues-paying Chapter Advisor. See Section 4 for the full scope of the Chapter Advisor role.

Membership Dues

1. Membership registration and dues are processed through National HOSA's online membership system.
2. Membership dues are \$20.00 per member: \$10.00 supports National HOSA and \$10.00 supports NJ HOSA. Both portions are collected through the National HOSA online membership system OR via mail to National HOSA Headquarters — do not send a separate payment to the NJ HOSA State Office.
3. All paid members of NJ HOSA must also be paid members of National HOSA; the \$20.00 fee covers both the state and national portions of membership.
4. Membership dues are non-transferable and non-refundable.

What the State and National Portions of Dues Support

The National portion supports HOSA, Inc.'s national operations: competitive event guidelines, ILC programming, national member resources, and brand/insurance infrastructure. The State portion supports NJ HOSA's own programming: Regional and State Conferences, the State Officer program, the State Advisory Council, scholarships, and state-level member communications.

Step-by-Step Affiliation Procedures

1. Register chapter members through the National HOSA online affiliation system apps.hosa.org.
2. Pay membership dues per the schedule above.
3. Initial Affiliation Deadline: December 17— roster and dues finalized
4. Supplemental Affiliation: members may be added after initial affiliation until March 31 of each year.

Adding Members After Initial Affiliation

Supplemental affiliations are accepted through March 31 of each year, following the same registration process as initial affiliation.

Transferring, Graduating, and Middle-to-Secondary Students

- Transferring students: if a member transfers between two NJ HOSA-affiliated chapters during the same membership year, membership follows the student to the new chapter's roster; advisors coordinate the transfer and notify the State Office; dues already paid are not refunded or re-charged.
- Graduating students: Secondary membership ends with the membership year (June 30) in which the student graduates. Graduates may continue involvement as Alumni Division members, or affiliate as Postsecondary/Collegiate members if they enroll in a qualifying postsecondary program.
- Middle School to Secondary transition: Middle School Division membership does not automatically carry over. A student moving from a Middle School chapter to a Secondary chapter must be affiliated as a new Secondary Division member with their secondary chapter for the upcoming membership year.

Postsecondary/Collegiate Membership

Students enrolled in a postsecondary Health Occupations Education program below the baccalaureate level, or collegiate students pursuing a bachelor's degree in a health career program, are eligible under the Postsecondary/Collegiate Division (Section 2).

Establishing a New Chapter and Reactivating an Existing Chapter

Schools interested in establishing a new New Jersey HOSA chapter must first contact the NJ HOSA State Advisor. The State Advisor will review the school's eligibility for affiliation and provide guidance regarding the chapter establishment and affiliation process.

Before affiliating, the school must identify a Chapter Advisor, obtain approval from the appropriate school administration, and identify eligible students who wish to become members. New chapters are encouraged to establish local chapter bylaws, select or elect chapter officers, and develop an annual Program of Work to guide chapter activities. Local bylaws must be consistent with the governing documents and policies of New Jersey HOSA and HOSA–Future Health Professionals. HOSA recommends that local chapters develop and adopt bylaws as a framework for chapter operations.

Once eligibility has been confirmed, the NJ HOSA State Advisor will provide the information necessary for the chapter to complete affiliation through the HOSA membership system. A chapter becomes active and in good standing for the membership year once a minimum of five (5) eligible student members and at least one (1) Chapter Advisor have been properly affiliated and all applicable state and international affiliation fees have been paid in full.

Reactivating chapters do not need to establish a new chapter. A school that previously maintained an NJ HOSA chapter should contact the State Advisor to confirm its existing chapter information and obtain access to the affiliation system, if needed. The chapter should update its advisor and school information, review its local bylaws, select or elect current chapter officers, develop a current Program of Work, and affiliate its members for the new membership year.

Affiliation must be renewed annually. Students and advisors are not considered active HOSA members until they have been properly entered into the HOSA affiliation system and the

applicable affiliation requirements have been satisfied. National HOSA guidance similarly treats affiliation as an annual process and allows additional members to be added throughout the year.

Payment Recipient Clarification

Membership dues are processed as a single \$20 payment through the National HOSA online membership system OR via mail to the National HOSA Headquarters — do not send separate payments to the NJ HOSA State Office for membership dues.

Non-Refundable and Non-Transferable Dues

Membership dues are non-refundable and non-transferable once paid.

Membership Standing and Competitive-Event Eligibility

To be considered an active New Jersey HOSA chapter in good standing, a chapter must have an affiliated Chapter Advisor and have all required state and international affiliation fees paid in full for the current membership year. These requirements are consistent with the HOSA Competitive Events General Rules and Regulations.

To participate in New Jersey HOSA Regional and State competitive events, each competitor must be an active HOSA member affiliated for the current membership year by the applicable deadline published by New Jersey HOSA. Competitors must also meet the eligibility requirements for their membership division and selected competitive event and be properly registered by their Chapter Advisor by the published conference registration deadline.

Participation in competitive events is subject to all applicable New Jersey HOSA policies, HOSA Competitive Events General Rules and Regulations, and the individual Competitive Event Guidelines. Members must comply with all event-specific requirements, including participation limits, submission requirements, testing procedures, competition procedures, and applicable deadlines.

Individual schools and school districts may establish additional academic, attendance, behavioral, or extracurricular eligibility requirements for their students. New Jersey HOSA does not supersede local school or district eligibility requirements.

Local chapters are encouraged to maintain current chapter bylaws, elect or appoint chapter officers, develop an annual Program of Work, conduct regular chapter meetings, and maintain appropriate chapter records. These practices support effective chapter management, student leadership development, and continuity from year to year.

Failure to complete required affiliation or satisfy applicable state and international affiliation fees by published deadlines may affect a member's eligibility to participate in New Jersey HOSA conferences, competitive events, elections, and other programs for which active membership is required. Any outstanding conference or program-related balances shall be addressed in accordance with the applicable New Jersey HOSA payment and conference policies.



Section 4: Chapter Leadership and Management

Advisor and School Administration Responsibilities

Local Chapter Advisor Duties

The overall leader of the chapter is the Chapter Advisor, who has a profound influence on chapter development and on gaining the support of school administration and the community for HOSA and its activities. The Chapter Advisor is the head of the chapter. HOSA is a student-led organization operating under the supervision and administrative authority of the Chapter Advisor. While student leadership is central to the HOSA experience, the Chapter Advisor retains ultimate responsibility for chapter supervision, registration, finances, compliance, and official communication.

The local advisor's responsibilities include, but are not limited to, the following:

1. Directing, chaperoning, and coordinating the supervision of student members at HOSA activities conducted during, before, or after the regular school day.
2. Serving as a liaison to the state office.
3. Knowing the history, principles, bylaws, ceremonies, typical activities, and procedures essential for the active operation of a local chapter.
4. Organizing the selection process for chapter officers and providing their training so they can fulfill the responsibilities of their offices.
5. Establishing rules consistent with school policies and the state and national organization's bylaws.
6. Conducting regular chapter meetings in a businesslike manner using parliamentary procedure.
7. Assisting student members in developing an annual Program of Work, including a budget, calendar, and committee assignments.
8. Encouraging civic responsibility through conferences, chapter activities, school improvement projects, and community activity support.
9. Assisting in the maintenance of necessary chapter records: financial, membership, state and national dues reporting, and annual activity reports.
10. Planning, collecting, and arranging materials to promote the chapter and its events.

11. Ensuring the school, administration, faculty, students, and public are informed of chapter activities and outstanding student achievement.
12. Recruiting and coordinating the preparation of student members for local, regional, state, and international competitive events.
13. Overseeing financial development projects, including collecting, counting, depositing, monitoring, and distributing merchandise.
14. Supervising the receipt, recording, depositing, and expenditure of chapter funds.
15. Facilitating the competitive event program in the chapter, including registering members for competition and assisting in preparation.
16. Securing the proper number of chaperones for all trips and ensuring administration is aware of attendance at all conferences and events.
17. Ensuring all students are enrolled in a corresponding Health Science course.
18. Ensuring all payments are made by their respective due dates and notifying NJ HOSA immediately if any payment issue arises.

Advisors may delegate tasks to students, but may not delegate the following:

- ❖ Finalizing chapter registrations for any conference, including hotel/room arrangements.
- ❖ Payment and deposit of dues and fees to the State Office and/or National HOSA.
- ❖ Proctoring duties and event assignments during conferences and other HOSA activities.
- ❖ Chaperoning or supervision of students.
- ❖ Access to or control of the National HOSA and NJ HOSA conference management system or affiliation system.
 - Students must never be given login credentials, administrative access, or independent control of these systems under any circumstances.
- ❖ Direct communication with the NJ HOSA State Advisor.
 - All communication with the State Advisor must go through the Chapter Advisor; students should not email, call, or otherwise contact the State Advisor directly on chapter business.
 - This restriction does not apply to NJ HOSA Executive Council Officers, State Officer Candidates when directed by the State Office, or students specifically authorized to communicate with State Office Staff.

Role of a Co-Advisor

Chapters may have more than one advisor (for example, at magnet or technical schools with multiple Health Science Education teachers). One advisor is designated as the primary Chapter Advisor and point of contact with the State Office; co-advisors share supervision and instructional responsibilities but do not change the delegation restrictions above.

School Administration Responsibilities

School administration plays an essential role in supporting the successful operation of a New Jersey HOSA chapter. Administrators are responsible for ensuring that the chapter advisor and student members are appropriately supported and that participation in HOSA activities complies with applicable school, district, New Jersey HOSA, and HOSA-Future Health Professionals requirements.

The responsibilities of school administration include, but are not limited to, the following:

1. Supporting the Local Chapter Advisor and Student Members - Providing appropriate administrative support to the chapter advisor(s) and student members in preparation for conferences, competitive events, fundraising activities, chapter programs, community service activities, travel, and payment processing.
2. Providing Required Chaperones - Providing the required number of school-approved adult chaperones for all New Jersey HOSA and HOSA-Future Health Professionals activities. New Jersey HOSA requires a minimum of one (1) board-approved, insured school employee for every ten (10) students participating in an in-state activity and one (1) board-approved, insured school employee for every eight (8) students participating in an out-of-state or international activity, including the Washington Leadership Academy and International Leadership Conference.
3. Approving and Supporting Student Travel - Ensuring that student attendance, transportation, and travel arrangements for HOSA conferences, meetings, leadership programs, and other activities are approved in accordance with school and district procedures and New Jersey HOSA policy.
4. Ensuring Completion of Required Documentation - Ensuring that all required school, district, and HOSA-related paperwork is completed before students and advisors attend a

conference or activity. This may include permission forms, emergency and medical information, travel documentation, administrative approvals, and other required records. Unless specifically requested by New Jersey HOSA, these records should be maintained by the school and available to the chapter advisor during the activity.

5. Supporting Timely Registration and Payment - Assisting the chapter advisor with school purchasing, purchase orders, payments, transportation approvals, and other administrative processes necessary to meet published New Jersey HOSA registration and payment deadlines.
6. Understanding Chapter Advisor Responsibilities - Ensuring that the designated chapter advisor understands and is able to fulfill the responsibilities associated with supervising the local HOSA chapter, including student supervision, conference registration, financial oversight, communication with the State Office, and compliance with applicable policies.
7. Maintaining Ongoing Communication and Support - Periodically communicating with the chapter advisor throughout the membership year to identify needs, address administrative concerns, and provide appropriate support for chapter activities and student participation.
8. Supporting Compliance with HOSA Policies - Ensuring that student members, advisors, and chaperones understand and comply with applicable school and district policies, New Jersey HOSA policies, and HOSA-Future Health Professionals requirements while participating in official HOSA activities.

Failure to comply with applicable New Jersey HOSA membership, supervision, conference, or administrative requirements may affect a chapter's eligibility to participate in New Jersey HOSA programs and activities. Significant or repeated violations may be referred to the New Jersey HOSA State Office and the appropriate school administration for review and corrective action.

Chaperone Policy

All students participating in New Jersey HOSA conferences, leadership programs, competitive events, and other official activities must be supervised by an approved adult chaperone designated by their school or school district.

Parent or guardian chaperones are not permitted to serve as chaperones for New Jersey HOSA activities. All chaperones must be school board-approved, insured employees of the participating school or school district and must be authorized by the district to supervise students and act on the district's behalf during the activity.

The participating school or school district is responsible for ensuring that each chaperone has the authority and information necessary to supervise students, respond to emergencies, enforce applicable school and HOSA policies, and communicate with school administration and parents or guardians when necessary.

Local school or district policies may establish additional supervision requirements; however, they may not reduce or waive the minimum chaperone requirements established by New Jersey HOSA.

Students may not transport themselves to or from New Jersey HOSA conferences, meetings, leadership programs, or other official activities. Transportation arrangements must be approved and coordinated by the participating school or school district. Students may not drive themselves, transport other students, or make independent transportation arrangements in place of school-approved transportation.

Starting and Maintaining a Chapter

Establishing and maintaining a successful New Jersey HOSA chapter requires support from school administration, an engaged Chapter Advisor, active student membership, and consistent chapter operations throughout the membership year. Chapters should use the following practices as a framework for effective chapter management.

- **Administrative Approval** - Before establishing a new chapter, the school must obtain approval from the appropriate school administrator and confirm that the school meets New Jersey HOSA membership eligibility requirements. School administration is also responsible for supporting the Chapter Advisor and ensuring that appropriate supervision and chaperoning requirements are met for HOSA activities and conferences.
- **Selecting a Chapter Advisor** - Each chapter must designate an adult Chapter Advisor who is approved by the school administration and affiliated with HOSA for the current membership year. Whenever applicable, the advisor should be connected to the school's qualifying Health Science or Career and Technical Education program. The Chapter Advisor serves as the lead adult responsible for the chapter, provides guidance and supervision, and serves as the primary liaison between the local chapter and the New Jersey HOSA State Office. Students should take an active leadership role in chapter activities; however, responsibility for supervision, registration, finances, and official communication remains with the Chapter Advisor.
- **Recruiting Members** - Chapters are encouraged to promote HOSA at the beginning of each school year and throughout the membership year. Recruitment activities may include classroom presentations, interest meetings, school activity fairs, social media, announcements, healthcare career presentations, and outreach to eligible students. Advisors should clearly communicate HOSA's opportunities in leadership development, competitive events, community service, career exploration, and healthcare workforce preparation.
- **Selecting or Electing Chapter Officers** - Chapters are encouraged to establish a student officer team to provide leadership for the local chapter. The method and timeline for selecting officers should be established in the chapter's local bylaws and consistent with

school policies. Chapters may elect officers at the beginning or end of the school year depending on the needs of the chapter. Newly selected officers should receive appropriate orientation and leadership training before assuming their responsibilities.

- Establishing Local Chapter Bylaws - Each chapter is encouraged to adopt local bylaws that establish the chapter's organizational structure, officer positions, election procedures, meeting requirements, committees, and other operating procedures. Local bylaws must be consistent with applicable school policies and may not conflict with the Bylaws or policies of New Jersey HOSA or HOSA-Future Health Professionals. Sample local chapter bylaws are available as a resource to assist chapters in developing their governing document.
- Developing a Chapter Budget - Chapters should develop an annual budget that supports the activities identified in their Program of Work. The Chapter Advisor and student officers should work together to identify anticipated revenues and expenses, including membership affiliation, conferences, transportation, chapter activities, service projects, supplies, and fundraising. All financial activity must comply with the policies and procedures established by the school or school district.
- Managing Chapter Funds - All chapter funds must be handled in accordance with the financial policies of the chapter's school or educational institution. Chapter Advisors and student officers should work with the appropriate school personnel to understand procedures for collecting funds, making deposits, purchasing materials, processing reimbursements, and maintaining financial records. New Jersey HOSA does not authorize local chapters to establish independent financial accounts outside of their school's approved financial procedures.
- Creating an Annual Program of Work - Chapters are strongly encouraged to develop a Program of Work at the beginning of each membership year. The Program of Work should identify the chapter's goals, activities, leadership initiatives, competitive-event preparation, community service activities, membership efforts, and other priorities for the year. Additional guidance is provided in the Chapter Operations section of this manual.
- Planning and Conducting Chapter Meetings - Chapters should conduct regular meetings throughout the year to communicate information, conduct chapter business, plan

activities, and provide opportunities for member involvement. Chapter officers should develop agendas in advance and maintain an appropriate record of chapter decisions. Chapters are encouraged to incorporate basic parliamentary procedure into meetings to promote fairness, efficiency, and student leadership development. New Jersey HOSA's Parliamentary Procedure Handbook may be used as a chapter resource.

- **Maintaining Chapter Records** - Chapters should maintain accurate and organized records throughout the membership year. Records may include membership rosters, officer information, meeting agendas and minutes, financial records, conference registrations, school-required permission and medical documentation, Program of Work materials, and other documents necessary for effective chapter administration. Record retention should follow applicable school and district requirements.
- **Chapter Leadership Transition** - Chapters are encouraged to establish a transition process for incoming student officers and, when necessary, incoming Chapter Advisors. Outgoing leaders should transfer relevant records, passwords, calendars, planning materials, financial information, and institutional knowledge to ensure continuity between membership years. Additional guidance is provided in the Chapter Succession Planning section of this manual.

Local Officer Leadership

Local chapter officers provide student leadership for the chapter and work collaboratively with the Chapter Advisor to carry out the chapter's goals and activities. Officer positions and specific duties should be established in the local chapter bylaws. Chapters may adapt their officer structure to meet local needs, provided the structure is consistent with applicable school policies and New Jersey HOSA and HOSA–Future Health Professionals requirements.

These positions are local chapter leadership positions and are separate from the New Jersey HOSA State Executive Council positions described in Section 9 of this manual.

President

The President serves as the primary student leader of the local chapter. The President presides over chapter and officer meetings in accordance with the local chapter bylaws, works with the Chapter Advisor and officer team to develop and implement the annual Program of Work, and helps ensure that meetings remain organized, productive, and focused on chapter goals. The President may appoint committee chairs or members as authorized by the local bylaws and may serve as an ex-officio member of chapter committees.

Vice President

The Vice President assists the President in carrying out chapter responsibilities and presides over meetings in the President's absence. If the office of President becomes vacant, the Vice President may assume the presidency in accordance with the local chapter bylaws. The Vice President may also coordinate the work of chapter committees and assist committee chairs with implementing activities identified in the Program of Work.

Secretary

The Secretary maintains the official records of the chapter. Responsibilities may include preparing and maintaining meeting minutes, assisting with meeting agendas, recording attendance, managing chapter correspondence, maintaining officer and membership records, and preparing reports as needed. The Secretary should work closely with the President, Chapter Advisor, and Treasurer to ensure that chapter records remain accurate and current.

Treasurer

The Treasurer assists with the financial administration of the chapter under the supervision of the Chapter Advisor and in accordance with school and district financial policies. Responsibilities may include maintaining records of chapter income and expenses, assisting with preparation of the annual chapter budget, tracking fundraising proceeds and expenditures, and helping the advisor monitor membership affiliation fees and other chapter financial obligations.

The Treasurer does not independently control, withdraw, deposit, or authorize the expenditure of chapter funds unless permitted through the school's established financial procedures.

Historian

The Historian maintains a record of the chapter's activities and accomplishments throughout the membership year. This may include photographs, conference participation, service projects, leadership activities, recognition, chapter milestones, and other significant events. The Historian may also assist with materials submitted for chapter recognition opportunities, including the Outstanding HOSA Chapter recognition program when offered.

Reporter / Communications Officer

The Reporter or Communications Officer promotes the activities and accomplishments of the local chapter. Responsibilities may include preparing news releases, submitting information to school or community media, coordinating chapter newsletters, maintaining approved chapter social media accounts, documenting chapter achievements, and sharing appropriate information with New Jersey HOSA or HOSA–Future Health Professionals.

All communications should comply with school policies, student privacy requirements, media-release requirements, and HOSA branding standards.

Parliamentarian

The Parliamentarian serves as a resource on parliamentary procedure and assists the President and chapter members in conducting orderly and fair meetings. The Parliamentarian should be familiar with the chapter bylaws and basic parliamentary procedure and may advise the presiding officer when procedural questions arise.

New Jersey HOSA chapters are encouraged to use the NJ HOSA Parliamentary Procedure Handbook as a resource for conducting chapter meetings.

Committee Chairs

Committee Chairs provide leadership for standing or special committees established by the chapter. They organize committee meetings, delegate responsibilities, coordinate committee members, monitor progress toward assigned goals, and report committee activities and recommendations to the officer team and chapter membership.

Committees should support the chapter's annual Program of Work and provide additional opportunities for members to participate in chapter leadership, service, competitive-event preparation, membership development, and other chapter initiatives.

Chapter Operations

Program of Work

A plan of chapter activities for the year, built with member input at a planning meeting early in the school year, tied to HOSA's mission/goals and Health Science curriculum objectives. Sample year-at-a-glance, adaptable per chapter, aligned to the confirmed 2026-2027 NJ HOSA calendar (Section 6):

Month	Sample Activities
August	WLA registration opens
September	Officer installation; draft chapter Program of Work; State Officer Meeting; WLA (Washington, D.C.)
October	NJ HOSA State Fall Leadership Conference (Kean University); Pin Design submission planning
November	HOSA Week (first full week of November) — chapters run their own visibility/programming activities; homecoming/community outreach
December	Affiliation Deadline (roster + dues finalized); Regional Competition registration
January	Fundraising for the NJ HOSA Statewide Community Service Project; Regional testing
February	State Leadership Conference registration opens
March	Scholarship Applications & Pre-Judged Materials due; fundraiser for SLC; SLC testing window
April	NJ HOSA State Leadership Conference (in-person)
May	School board recognition of SLC winners; Officer Transition Meeting
June	HOSA International Leadership Conference (ILC) — for qualifying members

Chapter Operations

Effective chapter operations provide structure, continuity, and meaningful leadership opportunities for members. Local chapters are encouraged to establish procedures that support student leadership while maintaining appropriate oversight by the Chapter Advisor and school administration.

Committee Structure

Chapters are encouraged to use committees to distribute responsibilities and provide additional leadership opportunities for members. Standing committees may be established for ongoing

chapter functions such as fundraising, community service, membership, competitive events, publicity, or communications. Special or event-specific committees may also be created for short-term projects or activities.

Each committee should be led by a Committee Chair who coordinates the work of the committee, assigns responsibilities, monitors progress, and reports updates to the chapter officer team and membership. Committee activities should support the chapter's annual Program of Work.

Meeting Agendas

Chapter meeting agendas should be prepared in advance by the President and Secretary, with input from the Chapter Advisor and other officers as appropriate. A consistent agenda helps ensure that meetings remain organized, efficient, and focused on chapter business.

A typical chapter meeting agenda may include:

- Call to Order
- Attendance or Roll Call
- Reading and Approval of Previous Meeting Minutes
- Treasurer's Report
- Officer Reports
- Committee Reports
- Unfinished Business
- New Business
- Announcements or Good of the Order
- Adjournment

Chapters may modify the order of business as appropriate for their needs and local bylaws.

Meeting Minutes

The Secretary should maintain accurate minutes for each official chapter meeting. Minutes provide a permanent record of chapter actions and decisions and should summarize what occurred rather than provide a word-for-word transcript.

Consistent with the NJ HOSA Parliamentary Procedure Handbook, meeting minutes should generally include the date and location of the meeting, starting time, members present and absent, approval of previous minutes, the balance reported by the Treasurer, actions taken on motions and voting outcomes, other actions affecting the chapter, the time of adjournment, and the Secretary's name or signature.

Minutes should be reviewed and approved by the chapter and retained with the chapter's official records.

Treasurer Reports

The Treasurer should provide a financial report at regular chapter meetings. The report should reflect information available through the school-approved financial system and may include the current chapter account balance, recent income, recent expenditures, outstanding obligations, and anticipated expenses associated with the chapter's Program of Work.

All financial reports and records must be maintained in accordance with school and district procedures. A sample Treasurer Report template is included in Section 10 of this manual.

Parliamentary Procedure

New Jersey HOSA chapters are encouraged to conduct official business using parliamentary procedure. In accordance with the NJ HOSA Bylaws, Robert's Rules of Order, Newly Revised serves as the parliamentary authority when applicable and when not inconsistent with governing bylaws or policies.

Parliamentary procedure promotes fairness, orderly discussion, member participation, and efficient decision-making. Chapters should familiarize student officers with basic motions, voting procedures, meeting order, and the proper use of the gavel.

The NJ HOSA Parliamentary Procedure Handbook provides chapter-level guidance and examples for conducting meetings.

Local Officer Elections

Local chapter officers should be selected or elected in accordance with the chapter's local bylaws and applicable school policies. Chapters should establish clear procedures for nominations, candidate eligibility, elections, terms of office, vacancies, and succession.

Officer elections may be conducted at the beginning or conclusion of the school year depending on the needs and practices of the local chapter. Chapters are encouraged to provide newly elected officers with leadership training and an opportunity to transition with outgoing officers.

HOSA–Future Health Professionals provides sample officer installation resources that chapters may choose to incorporate into local officer induction ceremonies.

Chapter Fundraising

Fundraising activities may be used to support chapter programs, conference participation, service initiatives, leadership development, and other approved activities. All fundraising must comply with school and district policies and receive any required administrative approval before implementation.

Funds collected through chapter fundraising must be processed through the school's approved financial system in the same manner as other chapter funds. Chapter officers should work with the Chapter Advisor to establish fundraising goals, monitor revenue and expenses, and ensure that funds are used for approved chapter purposes.

New Jersey HOSA provides a Fundraising Toolkit as a resource for local chapters. Additional information is available in Section 10 of this manual.

Community Service

Community service is an important component of the HOSA experience and provides members with opportunities to apply leadership skills while addressing needs within their schools and communities.

Chapters are encouraged to participate in the New Jersey HOSA Statewide Community Service Project as well as develop independent service initiatives that reflect the needs and interests of their local communities.

Members and chapters may also participate in the HOSA Service Project supporting NMDP as described in Section 8 of this manual. Chapters should maintain appropriate records of service activities and member participation when required for recognition programs.

Public Relations

Local chapters should actively communicate their activities, accomplishments, and impact to school administrators, faculty, students, families, healthcare partners, and the surrounding community.

Public relations activities may include school announcements, newsletters, press releases, website content, recognition displays, presentations to administrators or Boards of Education, and submissions to New Jersey HOSA or HOSA–Future Health Professionals.

Chapter communications should highlight student achievement, leadership development, competitive-event success, service activities, healthcare career exploration, and other accomplishments that demonstrate the value of HOSA participation.

Social Media

Social media can be an effective tool for promoting chapter activities, recognizing members, recruiting new participants, and communicating the chapter's impact.

Any chapter social media account must comply with applicable school and district policies.

Chapters should obtain required approvals before creating or maintaining official accounts and must comply with applicable student privacy, photography, media release, and HOSA branding requirements.

Content posted through chapter accounts should reflect positively on the chapter, school, New Jersey HOSA, and HOSA–Future Health Professionals.

New Jersey HOSA provides a Social Media Toolkit for local chapters. Additional information is available in Section 10 of this manual.

School Board Recognition

Chapters are encouraged to seek opportunities for student achievement to be recognized by their local Board of Education and school administration. Following the State Leadership Conference,

chapters may request recognition of competitive-event finalists, medalists, state officers, scholarship recipients, and other members receiving significant state or international recognition.

Board recognition provides an opportunity to celebrate student achievement while increasing awareness of HOSA and the value of Health Science and Career and Technical Education within the school community.

Healthcare Partner Engagement

Local chapters are encouraged to establish relationships with healthcare organizations, employers, colleges and universities, professional associations, public health agencies, and other organizations connected to the health professions.

Healthcare and education partners may support chapter activities by providing guest speakers, career exploration opportunities, mentors, competitive-event judges, facility tours, educational programming, service opportunities, or other forms of professional engagement.

These partnerships help members connect classroom learning and HOSA experiences with real-world healthcare careers while strengthening relationships between education and the healthcare workforce.

New Jersey HOSA provides an Internship Toolkit to help chapters connect members with healthcare internship opportunities. Additional information is available in Section 10 of this manual.

Chapter Succession Planning

Strong chapters plan for leadership transitions before the end of each membership year. Outgoing officers should work with the Chapter Advisor to document unfinished business, upcoming deadlines, ongoing Program of Work activities, committee responsibilities, chapter records, and other information necessary for incoming leaders.

Whenever possible, outgoing and incoming officer teams should participate in a transition meeting before the conclusion of the school year. This meeting should provide incoming officers with an understanding of their responsibilities, upcoming activities, important deadlines, chapter goals, and lessons learned from the previous year.

When a Chapter Advisor changes, the school should also facilitate an appropriate transfer of chapter records, affiliation information, calendars, financial information, and other materials necessary to maintain continuity of chapter operations.



Section 5: NJ HOSA

Policies and Procedures

Conference and Participant Policies

The following policies apply to New Jersey HOSA conferences, leadership programs, competitive events, and other official activities unless a conference-specific publication establishes additional requirements. Chapter Advisors are responsible for reviewing all applicable policies, deadlines, registration materials, and conference communications before registering students.

Conference Registration

Conference registration must be completed through the New Jersey HOSA conference management system by the designated Chapter Advisor. Students may not independently register themselves for New Jersey HOSA conferences or competitive events.

Registration windows, deadlines, fees, and conference-specific requirements are published on the New Jersey HOSA Calendar and in official conference communications. Chapter Advisors are responsible for verifying the accuracy of all registration information before submitting a chapter's registration.

Registration Changes and Substitutions

Requests for participant substitutions must be submitted in writing by the Chapter Advisor no later than fourteen (14) calendar days before the conference.

No substitutions will be accepted after the substitution deadline. After that date, the registration of the original participant may not be transferred or reassigned to another individual. The chapter remains financially responsible for the original registration regardless of whether the registered participant ultimately attends.

Competitive-event substitutions are also subject to any additional eligibility, event, or advancement requirements established by New Jersey HOSA and HOSA–Future Health Professionals.

Cancellation and Refund Policy

Registration fees become non-refundable after the published conference registration deadline.

No refunds or credits will be issued for individuals who withdraw, fail to attend, become ineligible to participate, or are disqualified from competition or conference attendance after the registration deadline.

Chapters are financially responsible for all individuals included in the final registration submitted by the deadline, regardless of subsequent changes in attendance.

Purchase Orders and Payment Deadlines

Payment or a valid purchase order guaranteeing payment must be received by the published conference payment deadline.

When a purchase order is accepted, final payment is due within thirty (30) days following the conclusion of the conference unless otherwise specified by New Jersey HOSA.

A \$50 late-payment fee may be assessed when payment is not received by the applicable deadline.

Chapter Advisors should work with their school business office well in advance of registration deadlines to ensure that institutional purchasing and payment procedures do not delay payment to New Jersey HOSA.

Outstanding Balances and Credit Holds

If payment, a valid purchase order, or an approved payment arrangement has not been received by the applicable deadline, New Jersey HOSA may place the school or chapter on a financial hold.

When an outstanding balance exists, students may be permitted to participate at the discretion of New Jersey HOSA; however, competitive-event results may be withheld or disqualified until the financial obligation is resolved.

A chapter on financial hold may also be prohibited from registering for future New Jersey HOSA conferences, programs, or activities until all outstanding balances and applicable late fees have been satisfied.

If an account remains unpaid, New Jersey HOSA may communicate directly with the school administration, district administration, or business office regarding the outstanding obligation.

Unauthorized Registrations or Purchases

Conference registrations, hotel reservations, travel arrangements, purchases, or other financial commitments made without authorization from the Chapter Advisor and, when applicable, the participating school or district are not considered authorized New Jersey HOSA transactions.

The participating school or chapter, rather than New Jersey HOSA, assumes responsibility for costs, cancellation penalties, change fees, or other financial obligations resulting from unauthorized arrangements.

Chaperone Ratios

Each participating school or district must provide the required number of approved adult chaperones for its student delegation.

For in-state activities, New Jersey HOSA requires a minimum of one (1) board-approved, insured school employee for every ten (10) students.

For out-of-state or international activities, New Jersey HOSA requires a minimum of one (1) board-approved, insured school employee for every eight (8) students. This requirement applies to programs including the Washington Leadership Academy and International Leadership Conference.

Schools and districts may establish more restrictive supervision requirements.

Parent or Guardian Chaperones

Parents or guardians may not serve as official chaperones for New Jersey HOSA activities.

All official chaperones must be board-approved, insured employees of the participating school or school district who have been authorized by the district to supervise students and act on the district's behalf during the activity.

School Employee Supervision

Each participating school or district retains responsibility for the supervision, conduct, safety, and welfare of its student delegation throughout the duration of a New Jersey HOSA activity, including transportation to and from the event.

For overnight or out-of-state conferences, schools should ensure that appropriate adult supervision is available for all students within the delegation. When a district is unable to provide appropriate coverage independently, it may coordinate supervision arrangements with another participating district when permitted by both districts and approved in advance by the respective school administrations.

Chaperones are expected to maintain reasonable awareness of student whereabouts, enforce conference and school policies, respond to emergencies, and remain available to students throughout the conference.

State Officer Supervision

Each New Jersey HOSA State Officer must be accompanied to required activities by their Chapter Advisor or another school-approved official designated by the officer's school.

State Officers are expected to attend all required leadership activities, including State Officer Leadership Training, Executive Council meetings, Fall Leadership Conference, State Leadership Conference, and other activities designated as mandatory by New Jersey HOSA.

Complete State Officer attendance, supervision, absence, and participation requirements are provided in Section 9 of this manual.

Transportation and Student Drivers

Students may not independently transport themselves to or from New Jersey HOSA conferences, meetings, leadership programs, or other official activities.

Transportation arrangements must be approved by the participating school or school district. Students may not drive themselves, transport other student participants, or substitute independently arranged transportation for school-approved transportation.

The participating school or district remains responsible for its delegation during travel to and from the activity.

Hotel Room Supervision and Conference Curfew

Conference curfew times are established on a conference-by-conference basis and will be published in the official conference schedule or other conference communications.

Chapter Advisors and chaperones are responsible for reviewing the applicable curfew and ensuring that all members of their delegation comply.

Chaperones must conduct physical room checks at the established curfew time and remain attentive to student activity in the hotel hallways and common areas for at least one hour following curfew.

Hotel room assignments are determined by the participating school or district in accordance with its own board-approved policies. New Jersey HOSA does not prescribe a specific room-assignment structure; however, schools remain responsible for providing appropriate supervision of their delegation.

Delegate Conduct

All participants are expected to conduct themselves in a professional manner consistent with the standards of New Jersey HOSA, HOSA–Future Health Professionals, and their participating school or institution.

Student conduct is governed by the New Jersey HOSA Code of Conduct and applicable conference policies. The current Code of Conduct is identified in the Forms Index in Section 10.

Dress Code

Students, advisors, and other participants must comply with the applicable New Jersey HOSA and HOSA–Future Health Professionals dress requirements.

Competitive-event participants must also comply with the dress requirements contained in their individual Competitive Event Guidelines.

The current New Jersey HOSA Dress Code is identified in Section 10 and may also be published through official New Jersey HOSA communications.

Identification Badges

Official conference identification badges must be worn and clearly visible during conference hours and at designated conference activities.

Badges may not be transferred, exchanged, altered, or used by another participant. Participants should immediately notify conference staff if a badge is lost or damaged.

Attendance at Required Conference Sessions

Registered students, advisors, and chaperones are expected to attend all conference sessions designated as mandatory.

This generally includes official opening and closing sessions and may include additional meetings, recognition programs, workshops, delegate sessions, or other activities identified in the official conference schedule.

Chapter Advisors are responsible for ensuring that their delegation understands and complies with mandatory attendance requirements.

Advisor Event Assignments

Chapter Advisors and approved adult representatives may be assigned responsibilities during New Jersey HOSA conferences and competitive events.

Assignments may include event administration, timekeeping, room monitoring, competitive-event support, or other duties necessary to conduct a successful conference.

Participation in assigned conference responsibilities is considered part of the Chapter Advisor's role in supporting New Jersey HOSA programs.

Competitive-Event Integrity

New Jersey HOSA expects all competitors to demonstrate the ethical standards expected of future health professionals.

Plagiarism, copyright violations, falsification of information, unauthorized assistance, disclosure of confidential competitive-event materials, and any other attempt to gain an unfair advantage are prohibited.

Violations may result in penalties up to and including loss of points, disqualification, forfeiture of awards or advancement, removal from competition, or other action permitted under the applicable HOSA Competitive Events General Rules and Regulations.

Online Testing and Proctor Standards

Online competitive-event testing is governed by the current HOSA Competitive Events General Rules and Regulations and applicable New Jersey HOSA testing procedures.

Chapter Advisors are responsible for ensuring that required Proctor Agreements, Administrator Agreements, or other testing documentation are completed by published deadlines.

Testing must be conducted in a secure environment that protects the confidentiality and integrity of competitive-event materials. Proctors must enforce all applicable restrictions concerning electronic devices, outside resources, communication, internet access, and testing materials.

Additional Regional and State Leadership Conference testing procedures are described in Section 6.

Artificial Intelligence, Plagiarism, and Source Citation

Rules governing artificial intelligence, plagiarism, copyright, original work, and source citation may change as HOSA–Future Health Professionals updates its Competitive Events Program.

For this reason, New Jersey HOSA does not duplicate the complete national policy in this manual. Chapter Advisors and competitors must review the current HOSA Competitive Events General Rules and Regulations and individual Competitive Event Guidelines for the membership year in which they are competing.

The version published by HOSA–Future Health Professionals for the current competitive year is the controlling authority for competitive-event participation.

Anti-Bullying and Harassment

New Jersey HOSA is committed to providing conferences and activities that are safe, professional, and respectful for all participants.

Harassment, intimidation, bullying, discriminatory conduct, threatening behavior, and other conduct prohibited by the New Jersey HOSA Anti-Bullying Policy are not permitted at New Jersey HOSA activities.

The complete policy is identified in the Forms and Policies Index in Section 10.

Mandatory Reporting

Advisors, chaperones, staff members, volunteers, and other adults participating in New Jersey HOSA activities must comply with applicable school, district, and legal reporting obligations concerning suspected abuse, neglect, exploitation, or threats to student safety.

Additional New Jersey HOSA requirements are contained within the Abuse Prevention Policy identified in Section 10.

Abuse Prevention

New Jersey HOSA maintains an Abuse Prevention Policy designed to protect students and other vulnerable participants involved in its programs and activities.

All advisors, chaperones, volunteers, and conference personnel are expected to comply with the policy and with applicable school, district, state, and institutional requirements.

The complete Abuse Prevention Policy is identified in Section 10.

Reasonable Accommodations

New Jersey HOSA is committed to providing reasonable access to conferences and competitive events for members with disabilities, educational accommodations, medical needs, and other qualifying circumstances consistent with the policies of HOSA–Future Health Professionals.

Requests for competitive-event accommodations must originate through the Chapter Advisor and be submitted to New Jersey HOSA in writing by the applicable conference registration or accommodation deadline. Students should work through their Chapter Advisor rather than submitting competitive-event accommodation requests directly to the State Office.

New Jersey HOSA will work with the Chapter Advisor and HOSA–Future Health Professionals, when appropriate, to determine reasonable accommodations that provide access without fundamentally altering the event, creating an unfair competitive advantage or disadvantage, or imposing an unreasonable administrative or financial burden.

HOSA currently provides designated events specifically modified for eligible members with an individualized education program, IEP, including Life Support Skills, Interviewing Skills, Personal Care, and Speaking Skills. Eligibility for these designated events is governed by the current HOSA Competitive Event Guidelines and accommodation policies.

Reasonable accommodations may also be available in standard competitive events. Extended testing time may be approved when appropriate for written or cognitive testing; however, additional time is generally not provided for timed skill procedures when the completion time itself is an evaluated component of the occupational skill.

Because accommodation requirements and procedures may be updated, Chapter Advisors must consult the current HOSA Competitive Events Appendix H and applicable event guidelines before registering a student requiring accommodations.

Medical and Accessibility Needs

Chapter Advisors should identify medical, mobility, and accessibility needs sufficiently in advance of a conference so that appropriate arrangements can be considered.

Applicable information should be documented through the required school and New Jersey HOSA forms, including the Medical Release Form and any applicable mobility or accessibility documentation identified in Section 10.

Schools remain responsible for retaining appropriate medical and emergency documentation for members of their delegation unless New Jersey HOSA specifically requests that documentation be submitted.

Dispute and Appeal Procedures

Questions, concerns, or disputes involving New Jersey HOSA policies, programs, conference administration, or chapter participation should first be directed by the local Chapter Advisor to the New Jersey HOSA State Advisor.

The State Advisor will review the matter, gather any necessary information, and determine the appropriate response or resolution. When appropriate, the State Advisor may consult with conference staff, competitive-event personnel, chapter advisors, or other individuals directly involved in the matter.

If the issue requires additional review, interpretation, or administrative discussion beyond the authority of the State Advisor, the matter will be elevated to the New Jersey HOSA Executive Director for further consideration.

The Executive Director may review the circumstances, request additional documentation, consult with the State Advisor, and determine the appropriate administrative resolution.

Matters involving competitive events may also be subject to the specific protest, scoring, eligibility, or appeal procedures established by New Jersey HOSA and the current HOSA Competitive Events General Rules and Regulations.

Whenever possible, concerns should be raised promptly so they can be reviewed while relevant information and individuals are still available. Decisions made during a conference may be implemented immediately when necessary to protect participant safety, preserve competitive-event integrity, or maintain orderly conference operations.

Score Release and Record Retention

New Jersey HOSA does not release individual test scores, judge rating sheets, scoring rubrics completed by judges, or other individual competitive-event scoring records to competitors, advisors, schools, or other parties. This practice is consistent with the competitive-event administration and score-release principles established by HOSA–Future Health Professionals.

Following the completion and verification of competitive-event results, New Jersey HOSA will publish or announce the Top placements for each competitive event offered at the applicable conference.

Individual scores, testing results, judge comments, rating sheets, and detailed scoring information will not be provided upon request. Competitive-event materials and scoring records are maintained by New Jersey HOSA for administrative, tabulation, quality-assurance, and record-retention purposes only.

Published placements constitute the official results of the New Jersey HOSA competitive event. Any question regarding the administration of an event or the accuracy of a published placement must be submitted by the Chapter Advisor through the Competitive-Event Protest or Dispute and Appeal procedures outlined in this manual.

Competitive-Event Protests

Questions or protests concerning the administration of a competitive event should be brought to the attention of the appropriate conference official and Chapter Advisor as soon as possible.

Formal requests for review must be submitted through the Chapter Advisor and will follow the applicable New Jersey HOSA dispute process and HOSA Competitive Events rules.

The decision of the appropriate New Jersey HOSA authority regarding the administration of the state competitive-event program shall be final unless another review process is specifically provided by governing policy.

Inclement Weather

Conference cancellations, postponements, delayed openings, or other changes resulting from inclement weather will be handled in accordance with the New Jersey HOSA Inclement Weather Policy.

Advisors are responsible for monitoring official New Jersey HOSA communications when severe weather may affect a scheduled event.

The current policy is identified in Section 10.

Photography and Media Release

Photography, video recording, livestreaming, and other media activities associated with New Jersey HOSA programs are governed by the applicable New Jersey HOSA Code of Conduct, Photo and Media Release requirements, and participating school policies.

Chapter Advisors are responsible for ensuring that required permissions have been obtained and retained before students participate in New Jersey HOSA activities.

Applicable forms are identified in Section 10.

Social Media Conduct

Students, advisors, officers, and chapters representing New Jersey HOSA through social media are expected to communicate professionally and responsibly.

Social media activity must comply with applicable school and district policies, student privacy requirements, HOSA branding standards, and the New Jersey HOSA Code of Conduct.

The NJ HOSA Social Media Toolkit, identified in Section 10, provides additional guidance for local chapters.

Damage to Conference Facilities

Participating schools and chapters are responsible for damage caused by members of their delegation to conference venues, hotels, equipment, furnishings, or other property.

Costs associated with repair, replacement, cleaning, or other damages may be billed to the responsible school or chapter and will not be absorbed by New Jersey HOSA.

The Chapter Advisor must report known damage involving a member of their delegation to New Jersey HOSA conference staff as soon as reasonably possible after the damage is discovered.

Intentional, reckless, or serious property damage may also result in disciplinary action, removal from the conference, or referral to the participant's school administration.

Removal from an Event or Conference

New Jersey HOSA reserves the right to remove a participant from an activity or conference when necessary, because of a significant conduct violation, threat to safety, serious disruption, violation of conference policy, or substantial damage to property.

Whenever reasonably possible, the Chapter Advisor will be consulted before a student is removed from a conference. The Chapter Advisor, in coordination with the New Jersey HOSA Office, will contact the appropriate school administrator and, when necessary, the student's parent or guardian.

A student who is required to leave a conference may be returned home at the expense of the parent, guardian, school, or district as determined by local policy.

The Chapter Advisor and participating school remain responsible for the student's supervision until the student has been safely released to a parent, guardian, or other school-authorized adult.



Section 6: Calendar and Leadership Conferences

See Section 1 for the full Annual Calendar at a Glance and Quick-Reference Deadline Sheet. This section provides additional information about each major New Jersey HOSA conference, leadership program, and recurring activity.

Executive Council Leadership Training

Purpose: The Executive Council Leadership Training is designed to onboard newly elected New Jersey HOSA State Officers before the start of the membership year. Training focuses on leadership development, officer responsibilities, team building, communication, parliamentary procedure, State Executive Council expectations, and preparation for the year ahead.

Who Attends: All members of the New Jersey HOSA State Executive Council.

Cost: Covered through the State Officer Program as described in Section 9.

Registration: Coordinated directly by the New Jersey HOSA State Office. No chapter-level registration is required.

Deadlines: Internal to the State Officer Program.

Supervision: New Jersey HOSA provides supervision and chaperones directly for this program. Because Executive Council Leadership Training is an overnight officer-training program hosted by New Jersey HOSA at Kean University, the standard local Chapter Advisor chaperone requirement does not apply.

Attire: Casual professional attire as directed by the State Office, including the State Officer Polo, HOSA ¼-Zip, and HOSA business attire when appropriate.

Washington Leadership Academy (WLA)

Purpose: The Washington Leadership Academy is a national leadership development experience for HOSA State Officers and Local Chapter Officers. The program emphasizes leadership

development, advocacy, government relations, HOSA's mission and vision, and the role of future health professionals in shaping the healthcare workforce.

Who May Attend: New Jersey HOSA State Officers and eligible Local Chapter Officers.

Cost: \$600 per participant, payable directly to New Jersey HOSA. The registration fee does not include hotel accommodations, transportation, or other travel-related expenses. Those arrangements are the responsibility of the participating school or chapter.

Registration: Completed through apps.hosa.org. Please refer to the HOSA website for conference registration deadlines.

Supervision: The out-of-state chaperone requirement applies. Schools must provide at least one (1) board-approved, insured school employee for every eight (8) students, as outlined in Section 5.

Attire: Business professional attire unless otherwise identified in the official WLA program.

Required Documentation: Chapter Advisors must retain all required student documentation, including the Medical Release Form and Code of Conduct/Photo Release.

Advisor Responsibilities: Advisors and chaperones are responsible for full supervision of their delegation throughout travel and the conference. Student self-transportation is not permitted.

After Registration Closes: The standard New Jersey HOSA cancellation, refund, and substitution policies apply.

Dates and Location: September 19–22, 2026, Capital Hilton, Washington, D.C.

New Jersey HOSA State Fall Leadership Conference (FLC)

Purpose: The State Fall Leadership Conference is a one-day leadership development program for local chapter officers, advisors, and other selected chapter members. The conference provides leadership development, chapter management training, networking opportunities, and workshops led by the New Jersey HOSA State Executive Council. The FLC also serves as New Jersey HOSA's primary Chapter Officer Training program.

Who May Attend: Local chapter officers, Chapter Advisors, and other outstanding members selected by the local chapter.

Cost: \$40 per registered participant.

Registration: Completed through the New Jersey HOSA conference management system.

Registration opens September 14 and closes October 9.

Supervision: The in-state chaperone requirement of one (1) board-approved, insured school employee for every ten (10) students applies.

Attire: Business professional attire.

Required Documentation: Chapter Advisors must retain the Medical Release Form and Code of Conduct/Photo Release for all participating students.

Advisor Responsibilities: Advisors retain full chaperone responsibilities and may also be asked to assist with workshop logistics or conference operations.

After Registration Closes: The standard cancellation, refund, and substitution policies apply.

Date and Location: October 28, 2026, Kean University.

The October Chapter Advisor Meeting will be held in conjunction with the Fall Leadership Conference.

Regional Competition

Purpose: Regional Testing serves as the first round of New Jersey HOSA's Competitive Events Program for designated events and is used to determine members who advance to the State Leadership Conference.

Who May Participate: Eligible, affiliated New Jersey HOSA members who are properly registered for an applicable competitive event.

Cost: \$20 per registered member.

Registration: Completed through the New Jersey HOSA conference management system.

Registration opens December 4 and closes January 15.

Testing Format: Testing is conducted virtually at the student’s school under approved supervision.

Supervision and Proctoring: Regional testing is not an in-person travel event; therefore, conference chaperone ratios do not apply. Testing must be administered by an approved adult proctor in accordance with New Jersey HOSA and HOSA–Future Health Professionals test-security requirements.

Required Documentation: The applicable Proctor Agreement and Administrator Agreement must be submitted to New Jersey HOSA by the published deadline.

Advisor Responsibilities: The Chapter Advisor is responsible for coordinating the testing environment, ensuring compliance with all test-security procedures, and verifying that only properly registered and eligible members test.

Attire: HOSA conference attire is not required for virtual Regional Testing.

Late Registration or Testing: Late registration, late testing, or testing outside the approved testing window will not be permitted without prior approval from the New Jersey HOSA State Office.

Testing Dates: January 25–27, 2027.

Make-Up Testing: January 28–29, 2027.

Results: Students advancing to the State Leadership Conference will be released on February 3, 2027. Individual test scores are not released.

New Jersey HOSA State Leadership Conference (SLC)

Purpose: The State Leadership Conference is New Jersey HOSA’s flagship annual conference. The SLC brings members together for Competitive Events, Recognition Events, leadership development, networking, scholarships, State Executive Council elections, and the induction of the incoming State Executive Council through the Candle Lighting Ceremony.

Who May Attend: Eligible and properly registered New Jersey HOSA members from the Middle School, Secondary, and Postsecondary/Collegiate divisions, along with approved advisors and chaperones.

Cost: The registration fee for members competing at the State Leadership Conference is \$150 per member. Courtesy Corps members have a reduced rate registration fee of \$50 per member. Advisors and Chaperone registration fee is waived (see section 7). The registration fee does not include hotel accommodations, transportation, or other travel-related expenses. Those arrangements are the responsibility of the participating school or chapter.

Registration: Completed through the New Jersey HOSA conference management system. Registration opens February 5 and closes February 26.

Supervision: The in-state chaperone requirement of one (1) board-approved, insured school employee for every ten (10) students applies. Overnight supervision, curfew, and room-check requirements outlined in Section 5 also apply.

Attire: Business professional attire is required unless otherwise specified for a competitive event. Competitive-event participants must comply with the attire requirements established in their individual event guidelines.

Identification: Competitors must present acceptable identification when required by their competitive event. Acceptable identification is governed by the current HOSA Competitive Events General Rules and Regulations and applicable appendices.

Required Documentation: Chapter Advisors must retain the Medical Release Form, Code of Conduct/Photo Release, and any applicable mobility, accessibility, or accommodation documentation.

Advisor Responsibilities: Advisors retain full supervision responsibilities, may receive conference or competitive-event assignments, and are responsible for enforcement of conference curfew and room-check procedures.

Competitive Advancement: The Top Three competitors or teams in each eligible competitive event will qualify to advance to the HOSA International Leadership Conference, subject to National HOSA eligibility requirements.

After Registration Closes: The standard cancellation, refund, and substitution policies apply.

Virtual Testing: March 15–17, 2027.

Make-Up Testing: March 18–19, 2027.

In-Person Conference: April 11–13, 2027, Harrah’s Resort Atlantic City.

State Officers and State Officer candidates are required to arrive on April 10.

HOSA International Leadership Conference (ILC)

Purpose: The HOSA International Leadership Conference is HOSA–Future Health Professionals’ annual capstone conference. The ILC includes Competitive Events, general sessions, HOSA University programming, educational symposiums, exhibits, recognition programs, leadership development, and networking with HOSA members and healthcare partners from across the United States and internationally.

Who May Attend: State Leadership Conference qualifiers and other eligible members, advisors, and delegates permitted under HOSA and New Jersey HOSA registration policies.

Cost: \$165 per registered participant. Registration does not include hotel accommodations, transportation, or other travel-related expenses.

Registration: Registration is completed through the HOSA conference management system and coordinated through New Jersey HOSA.

New Jersey HOSA Deadline: May 7, 2027, at 5:00 p.m.

National HOSA Deadline: May 14, 2027.

Supervision: The out-of-state chaperone requirement of one (1) board-approved, insured school employee for every eight (8) students applies.

Check-In: Each New Jersey delegation must complete the required New Jersey HOSA check-in process upon arrival. Participants must obtain all required conference credentials before participating in official conference activities.

Attire: Business professional attire or other attire specified by the applicable HOSA event or conference activity.

Required Documentation: Chapter Advisors must retain the Medical Release Form, Code of Conduct/Photo Release, and any additional documentation required for travel or participation.

Advisor Responsibilities: Advisors and chaperones retain full responsibility for the supervision of their delegation throughout travel and the conference. Advisors and chaperones will receive an advisor assignment in order to support National HOSAs competitive events and supervision of New Jersey delegation during events.

Travel Planning: Arrival by Monday, June 21 is strongly recommended to reduce the impact of possible transportation delays and to ensure that delegations are onsite before conference activities begin.

After Registration Closes: The applicable New Jersey HOSA and HOSA–Future Health Professionals cancellation and registration policies apply.

Dates and Location: June 22–25, 2027, Philadelphia, Pennsylvania.

Chapter Advisor Meetings

Beginning with the 2026–2027 membership year, New Jersey HOSA will conduct regular Chapter Advisor Meetings to provide advisors with timely updates and opportunities to ask questions directly of the State Office.

Purpose: To provide conference updates, deadline reminders, policy clarification, competitive-event information, and an opportunity for Chapter Advisors to ask questions.

Who May Attend: New Jersey HOSA Chapter Advisors.

Cost: None.

Format: Virtual unless otherwise announced.

Attendance: Attendance is encouraged but is not mandatory. Meetings will be recorded and made available to Chapter Advisors following each session.

2026–2027 Meeting Dates:

- October 28, 2026 — In person during the Fall Leadership Conference
- November 19, 2026
- December 7, 2026
- January 6, 2027
- February 10, 2027
- March 11, 2027
- April 1, 2027
- May 6, 2027
- June 10, 2027

State Executive Council Meetings

Purpose: State Executive Council Meetings are official business meetings of the New Jersey HOSA State Executive Council. Meetings provide officers with opportunities to plan programs, review progress toward the State Program of Work, prepare for conferences and activities, and conduct other official business of the organization.

Who Attends: Members of the New Jersey HOSA State Executive Council.

Format: Meetings are generally conducted virtually. Designated meetings, including officer screening and transition activities, may be conducted in person.

2026–2027 Meeting Dates:

- September 11, 2026
- October 2, 2026
- November 6, 2026
- December 4, 2026
- January 8, 2027
- February 5, 2027
- March 5, 2027
- April 2, 2027
- May 26, 2027 — State Officer Transition Meeting, Kean University

Attendance requirements for State Officers are addressed in Section 9.

HOSA Week

HOSA Week is an annual observance designed to increase awareness of HOSA–Future Health Professionals and recognize the organization’s impact on students, schools, communities, and the healthcare workforce.

Local chapters are encouraged to organize activities throughout the week that promote HOSA, healthcare careers, leadership development, community service, and chapter membership.

Activities may include healthcare career awareness campaigns, service projects, guest speakers, school announcements, social media campaigns, member recognition, chapter recruitment activities, and presentations to school administrators or Boards of Education.

For the 2026–2027 membership year, HOSA Week will be observed November 2–6, 2026. Local chapters determine their own programming and are encouraged to use HOSA Week as an opportunity to increase the visibility of HOSA within their school and community.



Section 7:

Competitive Events

Program

Purpose of the Competitive Events Program

The New Jersey HOSA Competitive Events Program provides members with structured opportunities to demonstrate the health science knowledge, technical skills, leadership abilities, teamwork, communication skills, and professional competencies developed through Health Science Education, career preparation, and HOSA participation.

Competitive Events are designed to reinforce classroom instruction, encourage members to pursue excellence, and provide opportunities for students to apply their knowledge and skills in environments modeled after healthcare, academic, and professional settings.

New Jersey HOSA administers its Competitive Events Program in accordance with state-specific procedures and the current HOSA–Future Health Professionals Competitive Event Guidelines and General Rules and Regulations.

Participation in a Competitive Event is intended to be an extension of the educational experience. Although recognition and advancement are important components of competition, the primary purpose of the Competitive Events Program is to strengthen members' preparation for future education, leadership, and careers in the health professions.

Divisions of Competition

New Jersey HOSA offers Competitive Events within the following membership divisions:

- **Middle School**
- **Secondary**
- **Postsecondary/Collegiate**

Members must compete in the division for which they are eligible under the current HOSA Competitive Events General Rules and Regulations and individual Competitive Event Guidelines.

Certain events have additional eligibility requirements. For example, **Clinical Nursing is offered by New Jersey HOSA only to eligible Postsecondary/Collegiate members.**

Level 2 events and other events designed for members meeting specific eligibility requirements are governed by the current National HOSA guidelines. Chapter Advisors are responsible for reviewing all eligibility requirements before registering a member.

New Jersey HOSA Competitive Event Structure

New Jersey HOSA uses two levels of competition:

1. **Regional Competition**, which serves as a qualifying round for selected events; and
2. **The State Leadership Conference**, which includes Regional qualifiers as well as events available through direct registration.

Not every Competitive Event offered at the State Leadership Conference requires Regional participation.

For the 2026–2027 membership year, New Jersey HOSA uses three primary pathways to the State Leadership Conference:

Regional Qualification — Top Ten Per Region

Selected Health Science, Health Professions, and Epidemiology competitors advance based on their placement within their assigned New Jersey HOSA Region.

Regional Qualification — Top Eight Statewide

Biomedical Debate and HOSA Bowl advance using a statewide ranking rather than separate regional quotas.

Direct Registration to SLC

All other Competitive Events offered by New Jersey HOSA may be entered directly at the State Leadership Conference, subject to applicable registration limits, event eligibility, deadlines, and submission requirements.

Regional Competition

Purpose

Regional Competition serves as the qualifying round for selected New Jersey HOSA Competitive Events.

Regional Competition is designed to identify the highest-performing competitors within designated event categories who will advance to the State Leadership Conference.

Regional testing is conducted virtually at the student's school under approved supervision. There is no separate in-person Regional Competition.

Regional Registration Fee

The registration fee for Regional Competition is:

\$20 per participating member

The fee applies to each member registered for a Regional Competitive Event.

Regional registration must be completed by the Chapter Advisor through the New Jersey HOSA conference management system by the published deadline.

Advisor and chaperone registration fees are not assessed for Regional Competition because Regional testing is conducted at the participating student's school.

All registrations remain subject to the New Jersey HOSA payment, cancellation, and registration policies described in Section 5.

Regional Advancement — Top Ten Per Region

For designated events, the **Top Ten (10) eligible competitors or teams from each New Jersey HOSA Region** will advance to the State Leadership Conference.

New Jersey HOSA's three regions are:

- Northern Region
- Central Region
- Southern Region

*See Section 10 for the full list of counties assigned to each region.

The Top Ten advancement model applies to the following event clusters.

Health Science Events

Health Science Events designated for Regional Competition will advance the **Top Ten (10) competitors from each region** to the State Leadership Conference.

Health Professions Events

Health Professions Events designated for Regional Competition will advance the **Top Ten (10) competitors from each region** to the State Leadership Conference.

Emergency Preparedness

Emergency Preparedness Events designated for Regional Competition will advance the **Top Ten (10) competitors from each region** to the State Leadership Conference.

Regional Advancement — Top Eight Statewide

The following Teamwork Events require participation in Regional Competition but use a statewide qualification model:

- **Biomedical Debate**
- **HOSA Bowl**

Following completion of Regional Competition, results from all participating regions will be combined.

The **Top Eight (8) teams statewide** in Biomedical Debate and the **Top Eight (8) teams statewide** in HOSA Bowl will advance to the State Leadership Conference.

Because qualification is based on statewide performance, there is no guaranteed number of advancing teams from any individual region.

Regional Events

Health Science Events (Top 10 per Region)			
Behavioral Health	BH	Individual	
Biomedical Equipment Technician	BET	Individual	NEW
Dental Terminology	DT	Individual	
Healthcare Administration	HCA	Individual	NEW
Health Informatics	HI	Individual	
Human Growth & Development	HGD	Individual	
Medical Law & Ethics	MLE	Individual	
Medical Math	MM	Individual	
Medical Reading	MR	Individual	
Medical Spelling	MS	Individual	

Medical Terminology	MT	Individual	
Nutrition	NUT	Individual	
Pathophysiology	PATH	Individual	
Pharmacology	PHARM	Individual	
World Health & Disparities	WHD	Individual	
Health Professions Event (Top 10 per Region)			
Biotechnology	BT	Individual	
Clinical Laboratory Science	CLS	Individual	NEW
Dental Science	DS	Individual	
Genetics	GE	Individual	NEW
Home Health Aide	HHA	Individual	
Medical Assisting	MA	Individual	
Nursing Assisting	NA	Individual	
Occupational Therapy	OT	Individual	
Patient Care Technician	PCT	Individual	NEW
Pharmacy Science	RX	Individual	NEW
Physical Therapy	PT	Individual	NEW
Physician Assistant	PA - MCC	Team (2)	NEW
Respiratory Therapy	RT	Individual	NEW
Sports Medicine	SM	Individual	
Surgical Technologist	ST	Individual	NEW
Emergency Preparedness Events (Top 10 per Region)			
CERT Skills	CERT	Team (2)	NEW
CPR/First Aid	CPR	Team (2)	
Emergency Medical Technician	EMT	Team (2)	
Epidemiology	EPI	Individual	
Teamwork Events (Top 8 Statewide)			
Biomedical Debate	BD	Team (3-4)	
HOSA Bowl	HB	Team (4)	
Middle School Events			
Health Science Events (Top 10 per Region)			
Health Career Exploration	M-HCE	Individual	NEW

Foundations of Medical Math	M-FMM	Individual	
Foundations of Medical Reading	M-FMR	Individual	
Foundations of Medical Terminology	M-FMT	Individual	
Foundations of Nutrition	M-FNUT	Individual	NEW
Emergency Preparedness Events (Top 10 per Region)			
Life Threatening Situations	M-LTS	Individual	NEW

Regional Testing

Regional Competitive Event testing will be conducted virtually during the following window:

January 25–27, 2027

Approved make-up testing will be conducted:

January 28–29, 2027

Testing outside the published testing or approved make-up window is not permitted without authorization from the New Jersey HOSA State Office.

Regional results will be released following verification and tabulation according to the date published on the New Jersey HOSA Calendar.

Regional Testing Security and Proctor Responsibilities

All Regional testing must be administered in accordance with New Jersey HOSA and HOSA–Future Health Professionals test-security requirements.

Chapter Advisors are responsible for coordinating an appropriate testing environment and ensuring that the required:

- Proctor Agreement; and
- Administrator Agreement

are completed and submitted by the applicable deadline.

Proctors must ensure that all competitors comply with applicable testing rules, including restrictions concerning:

- Cell phones;
- Smart watches;
- Notes;
- Textbooks;

- Unauthorized websites;
- Electronic devices;
- Communication with other individuals; and
- Other outside resources.

Testing materials and information must remain confidential.

Additional testing and proctor requirements are provided in Sections 5 and 6 of this manual.

Regional Results and Advancement

Participation in Regional Competition does not automatically guarantee advancement to the State Leadership Conference.

For events using the **Top Ten Per Region** model, only the ten highest-ranking eligible competitors or teams within each region will advance.

For Biomedical Debate and HOSA Bowl, only the **Top Eight teams statewide** will advance.

Competitors qualifying through Regionals must remain in the event in which they qualified unless otherwise authorized under an applicable New Jersey HOSA or National HOSA rule.

New Jersey HOSA does not release individual test scores, detailed scoring records, or other confidential competition materials.

State Leadership Conference

Purpose

The New Jersey HOSA State Leadership Conference is the culminating state-level competitive and leadership experience for New Jersey HOSA members.

The conference includes:

- Competitive Events;
- Recognition Events;
- State Officer elections;
- Leadership programming;
- Scholarship recognition;
- Healthcare and educational engagement;
- General sessions;
- Awards and recognition;
- Networking; and
- Induction of the incoming State Executive Council.

The State Leadership Conference includes both Regional qualifiers and members participating in events available through direct registration.

State Leadership Conference Registration Fees

The following registration fees apply to the 2027 New Jersey HOSA State Leadership Conference:

Participant Type	Registration Fee
Student Member	\$150
Courtesy Corps Member	\$50
Chapter Advisor	Waived
Approved Chaperone	Waived

Registration must be completed through the New Jersey HOSA conference management system by the published deadline.

All students, Courtesy Corps members, Chapter Advisors, and chaperones attending the conference must be included in the chapter's official registration regardless of whether a registration fee is assessed.

The registration fee does not include transportation, hotel accommodations, or other expenses unless specifically identified in conference registration materials.

Courtesy Corps

Courtesy Corps provides members with an opportunity to assist New Jersey HOSA with conference operations while gaining experience in leadership, service, and event management.

Courtesy Corps participants may assist with:

- Participant direction;
- Competitive Event room support;
- Materials distribution;
- General session operations;
- Workshop support;
- Conference information;
- Registration assistance; or
- Other responsibilities assigned by New Jersey HOSA.

The Courtesy Corps registration fee is **\$50 per member**.

Courtesy Corps participants are subject to the same supervision, conduct, dress, registration, and conference policies as other student attendees. Courtesy Corps members should anticipate approximately six (6) to eight (8) hours of assigned conference service over the course of the State Leadership Conference and are expected to report to all assigned duties at the designated times.

Participation in the Courtesy Corps does not constitute participation in a Competitive Event. Courtesy Corps members should expect to assist

State Leadership Conference Hotel Accommodations

The State Leadership Conference hotel rate is:

\$130 per room, per night

Hotel expenses are separate from the State Leadership Conference registration fee.

Rooms may be shared using quad occupancy when permitted by the participating school or district, allowing the cost of the room to be divided among up to four occupants.

Room assignments and occupancy arrangements must comply with the participating school's or district's policies.

New Jersey HOSA does not establish the internal room-assignment structure for individual school delegations.

Chapter Advisors are responsible for ensuring that hotel accommodations and student supervision comply with:

- School and district policies;
- New Jersey HOSA chaperone requirements;
- Conference curfew requirements; and
- Other applicable conference policies.

Chapter Advisor Registration and Conference Assignments

New Jersey HOSA waives the State Leadership Conference registration fee for Chapter Advisors in recognition of the essential role advisors play in the successful administration of the conference.

All Chapter Advisors attending the State Leadership Conference are expected to complete an **Advisor Assignment** during the conference. Advisor Assignments typically require approximately eight (8) to ten (10) hours of service over the course of the State Leadership Conference and may include responsibilities related to the administration, supervision, and support of Competitive Events.

Assignments may include:

- Competitive Event administration;
- Competitor check-in;
- Event room supervision;
- Holding-room supervision;
- Timekeeping;
- Workshop assistance;
- General session assistance; or
- Other conference responsibilities assigned by New Jersey HOSA.

Advisor Assignments will be distributed **prior to the State Leadership Conference** so that advisors and schools can plan appropriately.

Chaperone Assistance with Advisor Assignments

Approved chaperones may assist a Chapter Advisor with their assigned conference responsibility.

However, the **Chapter Advisor remains responsible for the assignment and is expected to be physically present at the assigned event or activity.**

A chaperone may supplement the Advisor's work but may not replace the Advisor at the assignment unless the New Jersey HOSA State Advisor specifically authorizes an exception because of an emergency or extraordinary circumstance.

Chapter Advisors remain responsible for ensuring that their students are appropriately supervised while the Advisor is completing their conference assignment.

Schools should consider this responsibility when determining the number of chaperones necessary for their delegation.

State Leadership Conference Testing

State Leadership Conference virtual testing will be conducted:

March 15–17, 2027

Approved make-up testing will be conducted:

March 18–19, 2027

Testing must be completed according to the same test-security and proctor requirements established for New Jersey HOSA virtual competition.

Competitors in events with both a testing and an in-person component must complete all required components to receive a final placement unless otherwise provided by the applicable Competitive Event Guidelines.

In-Person State Leadership Conference

The in-person State Leadership Conference will be held:

April 11–13, 2027

Harrah's Waterfront Conference Center

Atlantic City, New Jersey

In-person components include:

- Skill performances;
- Presentations;
- Case studies;
- Team competitions;
- Recognition activities;
- Interviews;
- Leadership programming;
- General sessions; and
- Awards.

Competitors must report at their assigned time and location and comply with all Competitive Event and conference requirements.

State Leadership Conference Competitive Events

At the State Conference, the top 5 are recognized and the top 3 are eligible to attend the International Leadership Conference held in June.

COMPETITIVE EVENT

EVENT CODE

HEALTH SCIENCE EVENTS (Test Only) (Regional Qualifiers)

Behavioral Health	BH
Biomedical Equipment Technician	BET
Dental Terminology	DT
Foundations of Medical Math – Middle School Only	M-FMM
Foundation of Medical Reading – Middle School Only	M-FMR
Foundations of Medical Terminology – Middle School Only	M-FMT
Foundation of Nutrition – Middle School Only	M-FNUT
Health Career Exploration – Middle School Only	M-HCE
Healthcare Administration	HCA
Health Informatics	HI
Human Growth and Development	HGD
Medical Law and Ethics	MLE
Medical Math	MM

Medical Terminology	MT
Medical Reading	MR
Nutrition	NUT
Pathophysiology	PATH
Pharmacology	PHARM
World Health Disparities	WHD

HEALTH SCIENCE EVENTS (Test and Skill)(Regional Qualifiers)

Medical Spelling	MS
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HEALTH PROFESSIONS EVENTS – TEST & SKILLS (Regional Qualifiers)

Biotechnology	BT
Clinical Laboratory Science	CLS
Clinical Nursing - Postsecondary students ONLY, SLC ONLY	CN
Dental Science	DS
Genetics	GE
Home Health Aide	HHA
Medical Assisting	MA
Nursing Assisting	NA
Occupational Therapy	OT
Patient Care Technician	PCT
Pharmacy Science	RX
Physical Therapy	PT
Physician Assistant	PA-MCC
Respiratory Therapy	RT
Sports Medicine	SM
Surgical Technologist	ST

HEALTH PROFESSIONS EVENTS – SKILLS ONLY (10 entries per chapter)

Personal Care (Level 2)	PC
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EMERGENCY PREPAREDNESS EVENTS – TEST ONLY (Regional Qualifiers)

Epidemiology	EPI
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EMERGENCY PREPAREDNESS EVENTS – TEST & SKILLS (Regional Qualifiers)

CERT Skills - 2 person team	CERT
CPR/First Aid – 2-person team	CPR
EMT – 2-person team	EMT

Life Threatening Situations – **Middle School Only**

M-LTS

EMERGENCY PREPAREDNESS EVENTS – SKILL ONLY (10 entries per chapter)

Life Support Skills - Level 2

LSS

EMERGENCY PREPAREDNESS EVENTS Pre-Judge and Presentation (2 Teams per chapter per Event)

Mental Health Promotion

MHP

Public Health

PH

LEADERSHIP EVENTS- Skill Only (5 entries per chapter per Event)

Extemporaneous Writing

EW

Health Career Preparation – **Middle School Only**

M-HCP

Prepared Speaking

PS

Prepared Speaking – **Middle School Only**

M-PS

Speaking Skills

SS

Speaking Skills – **Middle School Only**

M-SS

LEADERSHIP EVENTS Test and Skill (10 entries per chapter)

Healthy Living

HL

LEADERSHIP EVENTS Pre-Judge and Presentation (10 entries per chapter Per Event)

Health Career Photography

HCP

Job Seeking Skills

JSS

Interviewing Skills – Level 2 event

IS

Researched Persuasive Writing & Speaking

RPS

TEAMWORK EVENTS Test and Skill

Biomedical Debate (Regional Qualifier)

BD

HOSA Bowl (Regional Qualifier)

HB

Parliamentary Procedure - 2 Teams per chapter

PP

TEAMWORK EVENTS Pre-Judge and Presentation (2 Team Per Chapter Per Event)

Exploring Medical Innovation – Middle School Only	M-EHI
Health Career Display	HCD
Health Career Display– Middle School Only	M-HCD
Health Education	HE
Health Education – Middle School Only	M-HE
Medical Innovation	MI
Public Service Announcement	PSA

RECOGNITION (All Divisions)

American Red Cross Chapter Recognition	ARC
Barbara James Service Award	BJS
Healthcare Issues Exam	HCIE
HOSA Happenings (Pre-Judged)	HH
HOSA Service Project	HSP
NJ Community Service Project	NJCSP
NJ Chapter Standards of Excellence (Pre-Judge)	NJCSE

*Additional information regarding Recognition Events, scholarships, service programs, and submission requirements is provided in Section 8.

State Leadership Conference Entry Limits

New Jersey HOSA establishes state-specific entry limits for selected Competitive Events based on event capacity, conference scheduling, space, staffing, and judging resources.

Maximum Five Entries Per Chapter

A chapter may register up to **five (5) competitors** in each of the following events:

- Extemporaneous Writing
- Prepared Speaking for all divisions
- Speaking Skills for all divisions

Maximum Ten Entries Per Chapter

A chapter may register up to **ten (10) competitors** in each of the following events:

- Personal Care - Level 2

- Life Support Skills - Level 2
- Healthy Living
- Health Career Photography
- Job Seeking Skills
- Interviewing Skills - Level 2
- Researched Persuasive Writing & Speaking
- Clinical Nursing - Postsecondary Only

Maximum 2 Teams Per Chapter

A chapter may register up to two (2) teams in each of the following events:

- Health Education
- Health Career Display
- Medical Innovation
- Mental Health Promotion
- Parliamentary Procedure
- Public Service Announcement
- Public Health

Individual and Team Event Limits

National restrictions governing:

- Number of events in which a member may participate;
- Minimum and maximum team size;
- Team composition;
- Division eligibility;
- Recognition Event participation;
- Substitutions; and
- Other event-specific requirements are governed by the current HOSA Competitive Events General Rules and Regulations and individual Competitive Event Guidelines.

Because these requirements are reviewed and updated annually by HOSA–Future Health Professionals, New Jersey HOSA does not duplicate the complete national rules in this manual.

Pre-Judged Competitive Event Materials

Competitive Events requiring pre-judged materials must be submitted through the platform and process designated by New Jersey HOSA.

For the 2026–2027 membership year:

- **Pre-Judge Materials Due on March 19, 2027, at 5:00 p.m.**
- **Scholarship Applications NJ Community Service Project and NJ Chapter Standards of Excellence are due March 26, 2027, at 5:00 p.m.**
- **Barbara James Service Award hours must be approved by April 2, 2027 by 5:00 p.m..**
- **ILC pre-judged materials must be submitted by the New Jersey HOSA ILC deadline of May 7, 2027, unless otherwise directed.**

Late submissions may not be accepted.

Competitors and Chapter Advisors are responsible for reviewing the applicable event guidelines for:

- Required materials;
- Formatting;
- Page limits;
- Forms;
- Citations;
- Original-work statements;
- File formats; and
- Submission procedures.

JudgePro Procedures

New Jersey HOSA may use JudgePro or another designated electronic platform to administer pre-judged Competitive Events.

Platform-specific instructions will be distributed annually to Chapter Advisors, competitors, and judges as appropriate.

Competitors are responsible for ensuring that all required materials are submitted:

- Through the correct platform;
- In the correct format; and
- By the published deadline.

Failure to properly submit required materials may result in materials not being evaluated.

Required Equipment and Materials

Competitors are responsible for reviewing their individual Competitive Event Guidelines to determine what equipment, supplies, identification, clothing, documentation, or other materials they are required to provide.

New Jersey HOSA will provide only those items identified as being supplied by event personnel or the conference.

Failure to bring required competitor-supplied equipment or materials may affect the member's ability to participate.

Competitive Event Identification

Competitors must present acceptable identification when required by the applicable event.

Acceptable identification is determined by the current HOSA Competitive Events General Rules and Regulations and applicable appendices.

Competitors and Chapter Advisors are responsible for reviewing identification requirements before arriving at competition.

Competitive Event Substitutions

Competitive Event substitutions are subject to the New Jersey HOSA Registration Changes and Substitution Policy in Section 5.

Requests for an allowable substitution must:

- Be submitted by the Chapter Advisor;
- Be submitted in writing;
- Be received within the established substitution period; and
- Meet all event-specific eligibility and team-composition requirements.

No late substitutions will be accepted unless specifically authorized under an applicable policy.

Regional qualification and National HOSA team-substitution rules may further restrict substitutions in qualifying events.

Move-Up Procedures

When an advancing competitor or team declines or becomes unable to participate at the next level, New Jersey HOSA may offer the available position to the next eligible competitor or team when permitted by applicable policy and registration deadlines.

Move-ups are not automatic.

The New Jersey HOSA State Office will determine when an eligible move-up may occur and will communicate directly with the applicable Chapter Advisor.

Tie Procedures

Ties will be resolved according to the current HOSA Competitive Events General Rules and Regulations and applicable event-specific procedures.

New Jersey HOSA will not create a separate tie-breaking method when National HOSA provides an applicable procedure.

Competitive Event Dress

Competitors must comply with the dress requirements established for their Competitive Event.

Competitive Event attire and any applicable dress bonus points are governed by:

- The current HOSA Competitive Events General Rules and Regulations;
- Individual Competitive Event Guidelines; and
- Applicable New Jersey HOSA dress requirements.

Chapter Advisors are responsible for ensuring that competitors understand the applicable dress requirements before the conference.

Reasonable Accommodations

New Jersey HOSA is committed to providing reasonable access to Competitive Events for eligible members with disabilities, educational accommodations, medical needs, or other qualifying circumstances.

Competitive Event accommodations are governed by the procedures described in Section 5 and the current HOSA Competitive Events Appendix H.

Requests must be submitted:

- Through the Chapter Advisor;
- In writing; and
- By the applicable accommodation or conference registration deadline.

New Jersey HOSA will work with the Chapter Advisor and, when necessary, HOSA–Future Health Professionals to determine reasonable accommodations that provide access without fundamentally altering the event or creating an unfair competitive advantage or disadvantage.

Competitive Event Integrity

New Jersey HOSA expects competitors to demonstrate the ethical standards expected of future health professionals.

The following are prohibited:

- Plagiarism;
- Copyright violations;
- Falsification of information;
- Unauthorized assistance;
- Improper use of artificial intelligence;
- Disclosure of confidential test questions, scenarios, or event materials;
- Use of unauthorized resources; and
- Any attempt to gain an unfair competitive advantage.

Violations may result in penalties up to and including:

- Point deductions;
- Disqualification;
- Forfeiture of awards;
- Loss of advancement eligibility;
- Removal from competition; or
- Other action permitted under applicable HOSA rules.

Artificial Intelligence, Plagiarism, and Source Citation

Rules governing artificial intelligence, plagiarism, copyright, original work, and source citation are established annually by HOSA–Future Health Professionals.

Because these requirements may change as technology and Competitive Event procedures evolve, New Jersey HOSA does not duplicate the complete national policy in this manual.

Competitors and Chapter Advisors must review the current:

- HOSA Competitive Events General Rules and Regulations; and
- Individual Competitive Event Guidelines

before preparing or submitting materials.

The current National HOSA rules are controlling when determining acceptable use of artificial intelligence and source citation in Competitive Events.

Penalty Points for Written and Prepared Materials

Rules concerning:

- Formatting;
- Page limits;
- Required forms;
- Submission deadlines;
- File requirements;
- Citations;
- Original-work documentation; and
- Other written or pre-judged requirements

are governed by the current HOSA Competitive Event Guidelines and General Rules and Regulations.

New Jersey HOSA does not maintain a separate state-specific penalty-point checklist unless otherwise announced for a particular event.

Score Release

New Jersey HOSA does **not release individual test scores, judge rating sheets, judge comments, completed judging rubrics, or detailed individual scoring records** to competitors, Chapter Advisors, schools, or other parties.

Competitive Event scoring materials are maintained for administrative, tabulation, quality-assurance, and record-retention purposes.

Following verification of results, New Jersey HOSA publishes or announces the official placements established for the applicable event.

Published placements constitute the official New Jersey HOSA Competitive Event results.

State Leadership Conference Awards

New Jersey HOSA recognizes the **Top Five (5) competitors or teams** in each applicable Competitive Event at the State Leadership Conference.

Recognition may include medals, certificates, stage recognition, or other awards determined by New Jersey HOSA.

Recognition in the Top Five does not necessarily constitute eligibility for advancement to the International Leadership Conference.

International Leadership Conference Qualification

The **Top Three (3) eligible competitors or teams** in each qualifying State Leadership Conference Competitive Event will be eligible to represent New Jersey at the HOSA International Leadership Conference.

Advancement is subject to:

- Active HOSA membership;
- Event eligibility;
- Completion of State-level competition;
- New Jersey HOSA approval;
- ILC registration;
- Applicable National HOSA deadlines; and
- All other HOSA–Future Health Professionals requirements.

A State Leadership Conference placement does not exempt a competitor from National HOSA eligibility or registration requirements.

ILC Team Substitutions

Teams advancing to the International Leadership Conference are subject to the team-substitution requirements established in the current HOSA Competitive Events General Rules and Regulations.

Under the current National HOSA rule, an advancing team must retain at least **twenty-five percent (25%) of the members who competed on the team at the State level**.

Remaining positions may be filled by other eligible HOSA members when permitted by the applicable National HOSA rules and event guidelines.

Because team-substitution requirements may be revised annually, Chapter Advisors must review the current National HOSA rules before completing ILC registration.

Competitive Event Protests and Appeals

Questions regarding the administration of a Competitive Event should be raised promptly through the Chapter Advisor.

Formal concerns will be handled according to the Dispute and Appeal Procedures described in Section 5.

The Chapter Advisor should first present the concern to the New Jersey HOSA State Advisor.

The State Advisor will review the matter and determine the appropriate response. If additional administrative review is necessary, the matter may be elevated to the New Jersey HOSA Executive Director.

Neither competitors nor parents should independently contact judges, event personnel, tabulation staff, or other competitors regarding a scoring dispute.

Competitive Events Quick Reference

Regionals

<u>Competitive Event</u>	<u>Event Code</u>	Event Classification	Note
Health Science Events (Top 10 per Region)			
Behavioral Health	BH	Individual	
Biomedical Equipment Technician	BET	Individual	NEW
Dental Terminology	DT	Individual	
Healthcare Administration	HCA	Individual	NEW
Health Informatics	HI	Individual	
Human Growth & Development	HGD	Individual	
Medical Law & Ethics	MLE	Individual	
Medical Math	MM	Individual	
Medical Reading	MR	Individual	
Medical Spelling	MS	Individual	
Medical Terminology	MT	Individual	

Nutrition	NUT	Individual	
Pathophysiology	PATH	Individual	
Pharmacology	PHARM	Individual	
World Health & Disparities	WHD	Individual	
Health Professions Event (Top 10 per Region)			
Biotechnology	BT	Individual	
Clinical Laboratory Science	CLS	Individual	NEW
Dental Science	DS	Individual	
Genetics	GE	Individual	NEW
Home Health Aide	HHA	Individual	
Medical Assisting	MA	Individual	
Nursing Assisting	NA	Individual	
Occupational Therapy	OT	Individual	
Patient Care Technician	PCT	Individual	NEW
Pharmacy Science	RX	Individual	NEW
Physical Therapy	PT	Individual	NEW
Physician Assistant	PA - MCC	Team (2)	NEW
Respiratory Therapy	RT	Individual	NEW
Sports Medicine	SM	Individual	
Surgical Technologist	ST	Individual	NEW
Emergency Preparedness Events (Top 10 per Region)			
CERT Skills	CERT	Team (2)	NEW
CPR/First Aid	CPR	Team (2)	
Emergency Medical Technician	EMT	Team (2)	
Epidemiology	EPI	Individual	
Teamwork Events (Top 8 Statewide)			
Biomedical Debate	BD	Team (3-4)	
HOSA Bowl	HB	Team (4)	
Middle School Events			
Health Science Events (Top 10 per Region)			
Health Career Exploration	M-HCE	Individual	NEW

Foundations of Medical Math	M-FMM	Individual	
Foundations of Medical Reading	M-FMR	Individual	
Foundations of Medical Terminology	M-FMT	Individual	
Foundations of Nutrition	M-FNUT	Individual	NEW
Emergency Preparedness Events (Top 10 per Region)			
Life Threatening Situations	M-LTS	Individual	NEW

State Leadership Conference

<u>Competitive Event</u>	<u>Event Code</u>	Type	Event Classification	Note
Health Science Events (Regional Qualifiers Only)				
Behavioral Health	BH	Test Only	Individual	
Biomedical Equipment Technician	BET	Test Only	Individual	NEW
Dental Terminology	DT	Test Only	Individual	
Healthcare Administration	HCA	Test Only	Individual	NEW
Health Informatics	HI	Test Only	Individual	
Human Growth & Development	HGD	Test Only	Individual	
Medical Law & Ethics	MLE	Test Only	Individual	
Medical Math	MM	Test Only	Individual	
Medical Reading	MR	Test Only	Individual	
Medical Spelling	MS	Test + Skill	Individual	
Medical Terminology	MT	Test Only	Individual	
Nutrition	NUT	Test Only	Individual	
Pathophysiology	PATH	Test Only	Individual	

Pharmacology	PHARM	Test Only	Individual	
World Health & Disparities	WHD	Test Only	Individual	
Health Professions Events (Regional Qualifiers Only, Unless indicated)				
Biotechnology	BT	Test + Skill	Individual	
Clinical Laboratory Science	CLS	Test + Skill	Individual	
Clinical Nursing - Post-Secondary Students Only	CN	Test + Skill	Individual	SLC ONLY EVENT
Dental Science	DS	Test + Skill	Individual	
Genetics	GE	Test + Skill	Individual	NEW
Home Health Aide	HHA	Test + Skill	Individual	
Medical Assisting	MA	Test + Skill	Individual	
Nursing Assisting	NA	Test + Skill	Individual	
Occupational Therapy	OT	Test + Skill	Individual	
Patient Care Technician	PCT	Test + Skill	Individual	NEW
Personal Care (Level 2)	PC	Skill Only	Individual	
Pharmacy Science	RX	Test + Skill	Individual	NEW
Physician Assistant	PA - MCC	Test + Case Study	Team(2)	NEW
Physical Therapy	PT	Test + Skill	Individual	NEW
Respiratory Therapy	RT	Test + Skill	Individual	NEW
Sports Medicine	SM	Test + Skill	Individual	
Surgical Technologist	ST	Test + Skill	Individual	NEW
Emergency Preparedness Events				

CERT Skills	CERT	Test + Skill	Team (2)	NEW, Regional Qualifier
CPR/First Aid	CPR	Test + Skill	Team (2)	Regional Qualifier
Emergency Medical Technician	EMT	Test + Skill	Team (2)	Regional Qualifier
Epidemiology	EPI	Test Only	Individual	Regional Qualifier
Life Support Skills (Level 2)	LSS	Skill Only	Individual	
Mental Health Promotion	MHP	Pre-Judge + Presentation	Team (2-6)	
Public Health	PH	Pre-Judge + Presentation	Team (2-6)	NEW
Leadership Events				
Extemporaneous Writing - Health Policy	EW	Skill Only	Individual	5 entries per chapter
Health Career Photography	HCP	Pre-Judge + Presentation	Individual	
Healthy Living	HL	Test + Presentation	Individual	
Interviewing Skills (Level 2)	IS	Presentation Only	Individual	
Job Seeking Skills	JSS	Presentation Only	Individual	10 entries per chapter
Prepared Speaking	PS	Presentation Only	Individual	5 entries per chapter
Researched Persuasive Writing & Speaking	RPS	Pre-Judge + Presentation	Individual	

Speaking Skills (Level 2)	SS	Presentation Only	Individual	5 entries per chapter
Teamwork Events (2 Teams per Chapter)				
Biomedical Debate	BD	Test + Presentation	Team (3-4)	Regional Qualifier
Health Career Display	HCD	Pre-Judge + Presentation	Team (2)	
Health Education	HE	Pre-Judge + Presentation	Team (2-6)	
HOSA Bowl	HB	Test + Presentation	Team (4)	Regional Qualifier
Medical Innovation	MI	Pre-Judge + Presentation	Team (2-4)	
Parliamentary Procedure	PP	Test + Presentation	Team (5-8)	
Public Service Announcement	PSA	Pre-Judge + Presentation	Team (2-6)	
Recognition Events				
American Red Cross Chapter Recognition	ARC	Pre-Judge Only	Chapter Level Event	
Barbara James Service Award	BJS	Pre-Judge Only	Individual	
Healthcare Issues Exam	HCIE	Test Only	Individual	NEW
HOSA Happenings	HH	Pre-Judge Only	Chapter Level Event	
HOSA Service Project	HSP	Pre-Judge Only	Chapter Level Event	
NJ Community Service Project	NJCSP	Pre-Judge Only	Chapter Level Event	NEW
NJ Chapter Standards of Excellence	NJCSE	Pre-Judge Only	Chapter Level Event	

Middle School Events				
Health Science Events				
Health Career Exploration	M-HCE	Test Only	Individual	NEW
Foundations of Medical Math	M-FMM	Test Only	Individual	
Foundations of Medical Reading	M-FMR	Test Only	Individual	
Foundations of Medical Terminology	M-FMT	Test Only	Individual	
Foundations of Nutrition	M-FNUT	Test Only	Individual	NEW
Emergency Preparedness Events				
Life Threatening Situations	M-LTS	Test + Skill	Individual	NEW
Leadership Events				
Health Career Preparation	M-HCP	Presentation	Individual	NEW
Prepared Speaking	M-PS	Presentation	Individual	
Speaking Skills (Level 2)	M-SS	Presentation	Individual	
Teamwork Events				
Exploring Medical Innovation	M-EHI	Pre-Judge + Presentation	Team (2-4)	NEW
Health Career Display	M-HCD	Pre-Judge + Presentation	Team (2)	NEW
Health Education	M-HE	Pre-Judge + Presentation	Team (2-6)	NEW
Recognition Events				
American Red Cross Chapter Recognition	ARC	Pre-Judge Only	Chapter Level Event	
Barbara James Service Award	BJS	Pre-Judge Only	Individual	

HOSA Happenings	HH	Pre-Judge Only	Chapter Level Event	
HOSA Service Project	HSP	Pre-Judge Only	Chapter Level Event	
NJ Community Service Project	NJCSP	Pre-Judge Only	Chapter Level Event	NEW
NJ Chapter Standards of Excellence	NJCSE	Pre-Judge Only	Chapter Level Event	

Conference Fee Quick Reference

Item	Fee
Regional Competitive Event Registration	\$20 per member
SLC Student Registration	\$150 per member
SLC Courtesy Corps Registration	\$50 per member
SLC Chapter Advisor Registration	Waived
SLC Approved Chaperone Registration	Waived
SLC Hotel Room	\$130 per room, per night

Chapter Advisors attending SLC are expected to complete an assigned conference responsibility. Approved chaperones may assist with the assignment; however, the **Chapter Advisor must remain present at the assignment**. Advisor assignments will be distributed prior to the State Leadership Conference.

All fees and registrations are subject to the payment, cancellation, substitution, and outstanding-balance policies described in Section 5.



Section 8:

Recognition, Scholarships, and Service

New Jersey HOSA provides a variety of opportunities to recognize members, chapters, advisors, educators, healthcare professionals, and community partners for outstanding achievement, leadership, service, and support of HOSA–Future Health Professionals.

Recognition opportunities include state scholarships, National HOSA Recognition Events, professional awards, the New Jersey HOSA Statewide Community Service Project, and other state-level programs designed to celebrate the accomplishments of members and supporters.

New Jersey HOSA Scholarship

The State Association of New Jersey HOSA has established educational scholarships to assist worthy members in furthering their education and preparing for careers in the health professions.

Scholarship applications and supporting materials are reviewed and evaluated by a committee established by the New Jersey HOSA State Advisor. The number of scholarships awarded and the amount of each scholarship may vary from year to year based on available funds.

Eligibility

Applicants must meet one of the following membership classifications:

- A Secondary Division member completing their senior year of high school and planning to continue their education at the postsecondary level; or
- A Postsecondary/Collegiate Division member who is at least a freshman in college and is an active HOSA member at their institution.

Applicants must also:

- Be an active member of New Jersey HOSA and HOSA–Future Health Professionals;
- Demonstrate involvement in community service;
- Demonstrate outstanding character and leadership;
- Plan to continue their education in a health-related field; and
- Meet all application and submission requirements established by New Jersey HOSA.

Required Application Materials

A complete scholarship application must include:

- Completed New Jersey HOSA Scholarship Application;
- Official transcript and appropriate grade verification;
- Personal essay;
- Three letters of recommendation:
 - One from the applicant's HOSA Chapter Advisor; and
 - Two from other individuals familiar with the applicant's character, leadership, academic performance, or service;
- Recommendations may not be submitted by family members;
- Proof of application to or acceptance into an appropriate postsecondary or health-related educational program;
- Parent or guardian signature if the applicant is under eighteen (18) years of age; and
- Signature of an appropriate district employee, such as the Chapter Advisor, guidance counselor, or school administrator.

Incomplete applications may not be considered.

Scholarship Interview

All scholarship applicants must participate in an **in-person interview during the New Jersey HOSA State Leadership Conference**.

The State Office will schedule scholarship interviews and provide Chapter Advisors with interview information prior to the conference.

Failure to attend the scheduled interview will result in the applicant's scholarship application being withdrawn from consideration.

Scholarship Deadline

Scholarship applications and all required supporting materials are due **March 26, 2027, at 5:00 p.m.**

HOSA Recognition Events

New Jersey HOSA participates in selected Recognition Events offered through HOSA–Future Health Professionals. Recognition Events provide opportunities for members and chapters to be recognized for service, chapter achievement, healthcare knowledge, and engagement in HOSA programs.

The Recognition Events currently offered by New Jersey HOSA at the State Leadership Conference include:

- American Red Cross Chapter Recognition
- Barbara James Service Award
- Healthcare Issues Exam
- HOSA Happenings
- HOSA Service Project
- NJ Community Service Project
- NJ Chapter Standards of Excellence

The current State Leadership Conference event list identifies American Red Cross Chapter Recognition, HOSA Happenings, HOSA Service Project, NJ Community Service Project and NJ Chapter Standards of Excellence as chapter-level recognition events; Barbara James Service Award as an individual recognition event; and Healthcare Issues Exam as an individual test-only event.

Barbara James Service Award

The Barbara James Service Award is a National HOSA Recognition Event that recognizes individual HOSA members for documented community service.

Members are responsible for recording qualifying service hours through the process established by HOSA–Future Health Professionals. Chapter Advisors are responsible for reviewing and approving member service hours by the applicable deadline.

For the 2026–2027 membership year, **Barbara James Service Award hours must be approved by April 2, 2027 by 5:00 p.m..**

The Barbara James Service Award is separate from both the HOSA Service Project and the New Jersey HOSA Statewide Community Service Project.

HOSA Service Project

The HOSA Service Project is a National HOSA Recognition Event supporting **NMDP**, formerly known as Be The Match.

The program is open to eligible Middle School, Secondary, and Postsecondary/Collegiate chapters and provides opportunities for HOSA members to support NMDP through volunteer service, fundraising, and registry recruitment.

Chapter participation is tracked through NMDP's designated volunteer and chapter systems.

Recognition Point System

Chapters may earn recognition points through the following activities:

- **Volunteer Service:** One (1) hour = one (1) point
- **Fundraising:** One (1) dollar raised = one (1) point
- **Registry Sign-Ups:** Each qualifying registry sign-up = twenty (20) points

Recognition levels include:

- **100 Points:** Certificate of Recognition
- **500 Points:** Certificate of Merit

Complete program guidelines, registration instructions, and tracking procedures are available through NMDP's HOSA program resources.

State Deadline: March 26, 2027 at 5:00pm

HOSA Happenings

HOSA Happenings is a chapter-level Recognition Event that highlights and documents a local chapter's activities, accomplishments, leadership initiatives, service activities, membership engagement, and HOSA participation throughout the membership year.

Materials are submitted for pre-judging in accordance with the current HOSA Competitive Event Guidelines and New Jersey HOSA submission procedures.

HOSA Happenings is classified as a **Recognition Event** at the New Jersey HOSA State Leadership Conference.

Healthcare Issues Exam

The Healthcare Issues Exam is an individual Recognition Event designed to assess a member's knowledge and understanding of current issues affecting healthcare and the health professions.

The event is administered as a written test in accordance with the current HOSA Competitive Event Guidelines.

The Healthcare Issues Exam is newly offered by New Jersey HOSA for the 2026–2027 membership year.

NJ Community Service Project

The NJ HOSA Statewide Community Service Project provides local chapters with an opportunity to unite in service while supporting a healthcare-focused nonprofit organization selected annually by New Jersey HOSA.

For the 2026–2027 membership year, the Statewide Community Service Project will benefit Healing the Children New Jersey, an organization dedicated to providing access to medical care and related services for children in need.

Participating chapters are encouraged to conduct fundraising and service activities in support of the statewide project and to document their chapter's efforts in accordance with the guidelines established by the New Jersey HOSA State Office.

Project materials and funds are due **March 26, 2027, at 5:00 p.m.**

Additional project guidelines, fundraising recognition levels, submission instructions, and recognition criteria will be distributed annually by the New Jersey HOSA State Office.

NJ Chapter Standards of Excellence

The NJ Chapter Standards of Excellence program recognizes local chapters that demonstrate effective chapter management, leadership development, member engagement, service, competitive-event participation, and support of the mission of New Jersey HOSA.

Materials for the NJ Chapter Standards of Excellence are due **March 26, 2027, at 5:00 p.m.**, along with Scholarship Applications and other Pre-Judged Materials.

Additional criteria and submission instructions will be distributed annually by the New Jersey HOSA State Office.

Professional and Organizational Recognition

New Jersey HOSA recognizes advisors, educators, healthcare professionals, administrators, volunteers, organizations, and other supporters whose contributions strengthen the association and advance opportunities for future health professionals.

Certificate of Appreciation

The Certificate of Appreciation may be presented to individuals, businesses, organizations, or community partners who have provided guidance, inspiration, resources, or meaningful support to New Jersey HOSA and its programs.

Certificate of Service

The Certificate of Service may be presented to Chapter Advisors, competitive-event judges, volunteers, and other individuals who assume additional responsibilities during the State Leadership Conference or provide significant service to New Jersey HOSA during the membership year.

Outstanding Service Award

The Outstanding Service Award may be presented to Health Science educators, healthcare professionals, school administrators, organizations, or other individuals whose contributions have significantly furthered the mission and activities of New Jersey HOSA.

Recipients should generally have provided at least **five (5) years of notable service** to New Jersey HOSA at the regional and state levels.

Honorary Life Membership

Honorary Life Membership is the **highest recognition presented by New Jersey HOSA**.

The award may be presented to:

- A Health Science educator who has contributed a minimum of fifteen (15) years of service and has significantly supported the development and advancement of HOSA at the regional and state levels; or
- A non-educator who has supported HOSA in a significant manner for a minimum of five (5) years.

No more than **two (2) Honorary Life Memberships** should normally be presented during any membership year except under unusual circumstances.

An individual may receive Honorary Life Membership only once.

New Jersey HOSA State Hall of Fame

The New Jersey HOSA State Hall of Fame recognizes individuals whose sustained commitment and service have contributed significantly to the growth and development of New Jersey HOSA.

The recognition may be awarded to:

- A Health Science educator who has contributed a minimum of ten (10) years of service and has significantly aided the growth of HOSA at the regional and state levels; or
- A non-educator who has supported New Jersey HOSA in a significant manner for a minimum of five (5) years.

A maximum of **two (2) State Hall of Fame recipients** may normally be recognized each year except under unusual circumstances.

New Jersey HOSA Award Recommendation Form

Individuals and organizations may be nominated for applicable New Jersey HOSA professional and organizational awards through the official New Jersey HOSA Award Recommendation Form.

All nominations must be submitted electronically using the designated Google Form. The form collects information regarding the nominee, their service to HOSA and/or Health Science Education, the award for which they are being recommended, and a detailed description of their contributions and impact.

Nominators should be prepared to provide sufficient information to demonstrate how the nominee has supported the mission, programs, members, or continued growth of New Jersey HOSA. Supporting documentation may also be submitted when appropriate.

Submission of a nomination does not guarantee selection for an award. All nominations will be reviewed by New Jersey HOSA in accordance with the eligibility criteria and recognition standards established for each award.

Complete the [New Jersey HOSA Award Recommendation Form](https://forms.gle/cthZjEdBxYmnckSz6):

(<https://forms.gle/cthZjEdBxYmnckSz6>)

Alumni

Graduating HOSA members are encouraged to remain connected to HOSA–Future Health Professionals through the HOSA Alumni program.

Members who graduate from high school or complete their Postsecondary/Collegiate program may become **HOSA Lifetime Alumni Members at no cost** through the national HOSA Alumni program.

New Jersey HOSA does not currently maintain a separate state-level alumni recognition program. Alumni are encouraged to remain involved through mentoring, judging, volunteering, professional engagement, and other opportunities to support future health professionals.

New Jersey HOSA Statewide Community Service Project

Benefiting Healing the Children New Jersey

The 2026–2027 New Jersey HOSA Statewide Community Service Project benefits **Healing the Children New Jersey (HTCNJ)**.

Healing the Children New Jersey is a nonprofit organization dedicated to providing medical care and related services to children in need in New Jersey and internationally.

The organization carries out its mission through programs including:

- Domestic Aid;
- Medical Teams Abroad; and
- International Inbound.

Participation in the New Jersey HOSA Statewide Community Service Project provides local chapters with an opportunity to develop leadership, teamwork, fundraising, communication, and project-management skills while supporting a healthcare-focused charitable mission.

Nature of the Project

The Statewide Community Service Project is a **chapter-level service initiative** and is not an individual Competitive Event.

Participation in the Community Service Project alone does not qualify a student to attend the State Leadership Conference. Students attending SLC must also meet the applicable conference registration and Competitive Event participation requirements established by New Jersey HOSA.

Fundraising Recognition

Fundraising recognition levels and chapter recognition tiers for the 2026–2027 Statewide Community Service Project are currently being revised by the New Jersey HOSA State Office and will be released separately.

Criteria and Guidelines

1. Each participating chapter must conduct at least one fundraiser benefiting the Statewide Community Service Project. Fundraisers may be conducted at the school or community level.
2. Chapters may conduct more than one fundraiser during the membership year.
3. Each participating chapter must obtain written permission from an appropriate school administrator before conducting its fundraiser. A copy of the administrative approval must be included with the chapter's project materials.
4. A maximum of two (2) students per chapter may be identified as the chapter representatives on the title page of the project manual.
5. The written project manual may contain a maximum of ten (10) pages, or fourteen (14) pages when an appendix is included. Page limits include photographs, documentation, and other supporting materials as specified by New Jersey HOSA.
6. Funds raised for the project must be submitted in the manner directed by the New Jersey HOSA State Office. When payment by check is required, checks must be made payable to **New Jersey HOSA**, unless alternate instructions are issued.
7. Project materials and funds must be received by the deadline published on the New Jersey HOSA Calendar.

Additional instructions, recognition criteria, and fundraising levels may be issued annually by the State Office.

New Jersey HOSA Pin Design Contest

Purpose

The New Jersey HOSA Pin Design Contest encourages local chapter participation, creativity, and state pride by providing members with an opportunity to design the official New Jersey HOSA trading pin.

The selected design will be used for the pin distributed to New Jersey HOSA participants attending the International Leadership Conference.

Elements of the selected design may also be incorporated into other New Jersey HOSA ILC materials. The official ILC T-shirt design, however, is developed separately and is not part of the Pin Design Contest.

Entry Requirements

- Each local chapter may submit a maximum of **two (2) entries**.
- If more than two entries are received from a chapter, the State Advisor will determine which two entries will advance for judging.
- Decisions regarding entry eligibility are final.
- Entries may be submitted in hardcopy and/or electronic form as directed by the State Office.
- Hardcopy submissions must be presented on standard **8½ × 11-inch white paper**.
- Electronic artwork should be computer-generated and camera-ready.
- Electronic submissions should use the subject line **"NJ HOSA Pin Design Entry."**
- Designs may contain no more than **four (4) colors**, in addition to black and white.
- The design must relate to the State of New Jersey.
- The design must incorporate **"NJ HOSA"** as part of the artwork.
- The student's name and chapter must appear in the lower-right corner on the back of the submitted design.
- Designs should account for the final pin size of approximately **one (1) to two (2) inches**. Text and visual elements must remain clear and readable when reduced.
- The selected design may be refined or adjusted by the pin manufacturer to accommodate production requirements.

Judging and Recognition

Eligible entries will be reviewed prior to the State Leadership Conference.

The winning design will be selected by vote of the **New Jersey HOSA State Executive Council**.

The winning student will receive a certificate and statewide recognition during the State Leadership Conference.

Deadline

Pin Design Contest entries must be received by **November 30, 2026**.

Late entries will not be considered.

Recognition and Service Deadlines

Deadline	Item
November 30, 2026	NJ HOSA Pin Design Contest entries due
March 19, 2027 - 5:00 p.m.	Pre-Judge Materials Due
March 26, 2027 – 5:00 p.m.	Scholarship Applications NJ Community Service Project, and NJ Chapter Standards of Excellence due
March 26, 2027	NJ HOSA State Deadline for HOSA Service Project and Community Service Project
April 2, 2027 - 5:00 p.m.	Barbara James Service Award hours must be approved

Submission Procedures

Recognition Event, scholarship, and pre-judged submissions must follow the submission method designated annually by New Jersey HOSA.

When submissions are incorporated into State Leadership Conference registration, Chapter Advisors must complete the applicable registration and submission requirements through the New Jersey HOSA conference management system.

Programs requiring submission through an external national partner, such as NMDP, must follow the procedures established by that organization.

Chapter Advisors are responsible for ensuring that all materials are submitted by the applicable deadline and through the correct platform.

Awards and International Advancement

Recognition procedures vary by event.

For Competitive Events in which placement and International Leadership Conference advancement apply, New Jersey HOSA recognizes the **Top Five (5)** competitors or teams at the State Leadership Conference, while the **Top Three (3)** eligible competitors or teams advance to the International Leadership Conference.

Recognition Events that use certificates, service levels, chapter recognition, or other non-placement recognition systems will be presented in accordance with their applicable event guidelines.

Scholarships, professional awards, chapter recognitions, service awards, and other state honors may also be presented during designated State Leadership Conference recognition or general sessions.



Section 9: State Officer Leadership

Purpose of the State Executive Council

The New Jersey HOSA State Executive Council serves as the student leadership body of New Jersey HOSA and represents the interests of members throughout the state.

The State Executive Council consists of nine (9) officers serving at any given time:

- President
- President-Elect
- Northern Regional Vice President
- Central Regional Vice President
- Southern Regional Vice President
- Postsecondary/Collegiate Vice President
- Secretary
- Historian
- Parliamentarian

Eight positions are elected annually. The office of President is not separately elected. The sitting President-Elect automatically succeeds to the office of President for the following membership year after successfully completing their term as President-Elect.

State Officers are expected to represent New Jersey HOSA professionally, support the mission of HOSA–Future Health Professionals, promote member engagement, and assist the State Office in delivering leadership programs, conferences, and statewide initiatives.

General State Officer Expectations

State Officers serve as visible representatives of New Jersey HOSA and are expected to demonstrate professionalism, responsibility, integrity, and respect both during official HOSA activities and in their everyday conduct.

All State Officers are expected to:

- Attend required Executive Council meetings, conferences, trainings, and assigned activities;
- Complete assigned responsibilities by established deadlines;
- Participate actively in State Executive Council committees and projects;
- Communicate regularly with the State Advisor, State Officer Coaches and fellow officers;
- Assist with the planning and delivery of New Jersey HOSA conferences and programs;
- Maintain professional conduct in person and through electronic and social media communication;
- Represent New Jersey HOSA positively while wearing official officer attire or otherwise identifying themselves as a State Officer; and
- Follow the directions, policies, and expectations established by the New Jersey HOSA State Advisor.

Additional virtual meetings, committee meetings, conference-planning sessions, and individual meetings with the State Advisor may be scheduled throughout the year as necessary.

State Officer Positions and Responsibilities

President

The President serves as the principal student leader of the State Executive Council.

Responsibilities include:

- Presiding over State Executive Council meetings;
- Working with the State Advisor to develop meeting agendas;
- Providing leadership and direction to the Executive Council;
- Delegating responsibilities and monitoring progress;
- Overseeing Executive Council committees and initiatives;
- Supporting communication among State Officers;
- Conducting regular check-ins with officers as appropriate; and
- Representing the Executive Council at New Jersey HOSA programs and activities.

The President works closely with the State Advisor but does not independently establish State Association policy or commit New Jersey HOSA to programs, partnerships, expenditures, or activities.

President-Elect

The President-Elect prepares to assume the office of President during the following membership year.

Responsibilities include:

- Assisting the President and State Advisor with State Executive Council activities;
- Participating in the planning and delivery of the Fall Leadership Conference, Regional activities, State Leadership Conference, and other programs;
- Learning the responsibilities and expectations of the Presidency;
- Supporting Executive Council committees and initiatives; and
- Completing leadership development activities designed to prepare for succession to President.

Candidates for President-Elect must be eligible to serve the full two-year leadership progression. Therefore, candidates for President-Elect must generally be in their freshman or sophomore year at the time of election.

Regional Vice Presidents

New Jersey HOSA elects a Northern, Central, and Southern Regional Vice President.

Regional Vice Presidents are responsible for:

- Promoting communication between local chapters and the State Executive Council;
- Providing the Executive Council with updates regarding activities and concerns within their respective regions;
- Supporting chapter development and member engagement;
- Assisting the State Office with outreach to chapters within their region;

- Encouraging participation in state programs, conferences, and initiatives; and
- Serving as members of the Member Engagement Committee or another committee assigned by the State Advisor.

Regional Vice Presidents represent their geographic region while working collaboratively for the benefit of the entire New Jersey HOSA membership.

Postsecondary/Collegiate Vice President

The Postsecondary/Collegiate Vice President represents the interests of New Jersey HOSA Postsecondary/Collegiate members.

Responsibilities include:

- Promoting Postsecondary/Collegiate membership and chapter development;
- Increasing communication and engagement among Postsecondary/Collegiate chapters;
- Identifying leadership, career, and professional-development opportunities for members;
- Supporting relationships with colleges, universities, healthcare employers, and professional organizations; and
- Assisting New Jersey HOSA with alumni engagement and transition opportunities when appropriate.

Secretary

The Secretary maintains appropriate records of State Executive Council business.

Responsibilities include:

- Recording minutes of Executive Council meetings;
- Preparing and organizing meeting records;
- Revising minutes for accuracy before approval;
- Assisting the President and State Advisor with meeting documentation;
- Maintaining appropriate records of Council actions; and
- Assisting with communications and special projects as assigned.

Historian

The Historian documents and communicates the activities and accomplishments of New Jersey HOSA.

Responsibilities may include:

- Preparing a statewide HOSA newsletter during the fall, winter, and spring/summer;
- Photographing and documenting New Jersey HOSA conferences and activities;
- Assisting with approved social media content;
- Developing videos, presentations, and other historical or promotional materials;
- Maintaining appropriate records of major State Association activities; and
- Supporting communications projects assigned by the State Advisor.

Parliamentarian

The Parliamentarian serves as the State Executive Council's student resource on parliamentary procedure.

Responsibilities include:

- Assisting the President in maintaining orderly and efficient meetings;
- Advising the Council on appropriate parliamentary procedure;
- Maintaining familiarity with *Robert's Rules of Order, Newly Revised*;
- Supporting review of the New Jersey HOSA Bylaws;
- Assisting with proposed bylaws amendments and related delegate business; and
- Performing additional responsibilities assigned by the President or State Advisor.

The Parliamentarian advises on procedure but does not independently overrule the presiding officer or State Advisor.

Candidate Qualifications

Candidates for the New Jersey HOSA State Executive Council must meet all eligibility requirements established in the State Officer Candidate Packet.

General requirements include:

- Active membership in New Jersey HOSA and HOSA–Future Health Professionals;
- Endorsement by the candidate's local chapter and school;
- A minimum **2.5 cumulative unweighted GPA on a 4.0 scale**;
- Maintenance of the required academic standard throughout the term of office;
- Ability to attend all required State Officer activities;
- Willingness to comply with State Officer conduct and social media expectations; and
- Completion of all required candidate application, examination, screening, and interview requirements.

A maximum of **two (2) State Officer candidates per school district** may seek office during a membership year.

The local school or chapter determines its process for selecting candidates when more students wish to seek office than may be endorsed.

Candidate Application

Candidates must submit the complete State Officer Candidate Application by the deadline published on the New Jersey HOSA Calendar.

Required materials include the documents and exercises identified in the current Candidate Packet, which may include:

- State Officer application and signed agreements;
- Candidate essay;
- HOSA knowledge activities;

- Parliamentary procedure terminology and motions; and
- Other documentation required by New Jersey HOSA.

The complete application must be submitted according to the instructions contained in the annual State Officer Candidate Packet.

Incomplete or late applications may not be accepted.

State Officer Examination and Screening

All eligible candidates must complete the New Jersey HOSA State Officer Examination during the testing period established by the State Office.

Candidates who satisfy the examination requirement will advance to the State Officer Screening and Interview process.

Screening may evaluate:

- HOSA knowledge;
- Leadership ability;
- Communication skills;
- Professionalism;
- Understanding of the office sought;
- Parliamentary procedure;
- Application materials;
- Essay responses;
- Academic eligibility; and
- Overall readiness to serve as a State Officer.

Attendance at the scheduled screening and interview is mandatory.

An unexcused absence may result in disqualification. Conflicts involving athletics, extracurricular activities, failure to review the published schedule, or failure to make appropriate transportation arrangements are not ordinarily considered extenuating circumstances.

Nominations and Slating

Following candidate screening, the designated Nominations Committee reviews candidate performance and qualifications and develops the official slate of candidates.

The committee may consider the candidate's:

- Examination performance;
- Interview;
- Application;
- Essay;
- Leadership experience;
- Communication ability;
- Professional conduct; and
- Overall suitability for State Office.

Candidates are not guaranteed placement on the ballot for the office originally requested. A candidate may be recommended or slated for another office when the committee determines that another position better aligns with the candidate's qualifications and the needs of the Executive Council.

Candidate Social Media Expectations

Candidates for State Office are expected to maintain social media conduct consistent with the professional expectations of New Jersey HOSA.

Candidates must comply with the social media review and disclosure requirements contained in the current State Officer Candidate Packet. Attempts to conceal accounts or intentionally withhold accounts subject to candidate review may result in disqualification.

State Officers remain subject to professional social media expectations throughout their term.

Campaign Guidelines

Campaign activities must comply with the current State Officer Candidate Packet and instructions issued by New Jersey HOSA.

Candidates will be provided an opportunity to deliver a campaign speech during the State Leadership Conference. Campaign speeches are limited to the time established by New Jersey HOSA, generally one (1) minute.

Campaign materials may not be posted throughout the conference or election site.

When permitted, campaign literature may be distributed directly to voting delegates in accordance with State Office instructions.

Candidates and their supporters may not engage in campaigning that disrupts conference activities, creates an unfair advantage, or violates New Jersey HOSA conduct expectations.

Voting Delegates

Voting representation is determined by the New Jersey HOSA Bylaws.

Each affiliated chapter is entitled to voting delegates according to chapter membership:

Chapter Membership	Voting Delegates
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1–9 members	1
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10–17 members	2
---------------	---

18–32 members	3
---------------	---

33–47 members	4
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48–62 members 5

63 or more members 6

No chapter may have more than **six (6) voting delegates**.

Voting delegates represent their local chapter during official delegate business and State Officer elections and are expected to attend all required delegate sessions.

Election Procedures

State Officer elections are conducted during the State Leadership Conference in accordance with the New Jersey HOSA Bylaws and election procedures established by the State Office.

Voting delegates are responsible for evaluating candidates and voting on behalf of their local chapter.

Election results become official after verification by New Jersey HOSA.

The President-Elect elected at the State Leadership Conference will serve as President-Elect during the upcoming membership year and, upon successful completion of that term, will automatically succeed to the Presidency.

Required State Officer Activities

State Officers must attend all activities designated as mandatory by the New Jersey HOSA State Advisor.

Required activities generally include:

- Executive Council Leadership Summer Training;
- Washington Leadership Academy;
- State Fall Leadership Conference;

- Executive Council meetings;
- Regional activities as assigned
- State Leadership Conference;
- State Officer Transition Meeting;
- International Leadership Conference; and
- Additional activities designated by the State Advisor.

State Officers may also be required to participate in virtual planning meetings, committee meetings, chapter outreach, workshops, and conference preparation sessions.

Executive Council Meeting Attendance

Regular attendance is an essential responsibility of State Office.

State Officers are expected to attend all scheduled Executive Council meetings. A maximum of **one (1) excused absence during the officer term** may be permitted when approved by the State Advisor.

Requests for an excused absence must be submitted in writing and supported by appropriate documentation when requested.

Repeated absences, unexcused absences, tardiness, or failure to participate consistently in Executive Council activities may result in corrective action under the State Officer Code of Professional Conduct.

State Officer Supervision

Secondary-school State Officers must be accompanied to required in-person New Jersey HOSA activities by their Chapter Advisor or, when necessary, another school-approved employee designated by the officer's school.

The officer's school or district is responsible for providing appropriate transportation and supervision for required State Officer activities.

The exception is Executive Council Leadership Training when New Jersey HOSA specifically provides officer supervision as described in Section 6.

Postsecondary/Collegiate officer supervision requirements will be determined in accordance with applicable New Jersey HOSA policies and the nature of the activity.

State Officer Dress

State Officers are expected to maintain a professional appearance while representing New Jersey HOSA.

Business professional attire is generally required for conferences, official presentations, meetings with partners, and other formal State Officer duties.

During Executive Council Leadership Training and other activities designated by the State Advisor, officers may wear approved casual officer apparel, including:

- Official State Officer Polo;
- Official State Officer ¼-Zip; or
- Other HOSA attire approved by the State Advisor.

Conference-specific attire instructions issued by the State Office supersede general guidance.

State Officer Code of Professional Conduct

State Officers are held to a high standard of conduct because they serve as representatives of New Jersey HOSA and its members.

Violations are generally addressed within two categories.

Category 1: Professional Responsibilities and Standards

Category 1 concerns may include:

- Failure to comply with State Officer dress requirements;
- Failure to submit required reports or assignments on time;
- Unexcused meeting or event absences;
- Failure to follow reasonable instructions from the State Advisor;
- Use of tobacco or prohibited substances;
- Inappropriate or profane language while representing HOSA;
- Independently arranging appearances, partnerships, solicitations, or activities without authorization;
- Unprofessional social media activity; or
- Failure to fulfill assigned State Officer responsibilities.

Corrective action may include counseling, written warning, additional expectations, probation, suspension from specific responsibilities, or other action determined appropriate by the State Advisor.

Category 2: Conduct Unbecoming a State Officer

Category 2 violations include serious conduct that is incompatible with continued service as a representative of New Jersey HOSA.

Examples may include:

- Serious violations of law;
- Possession or use of alcohol or controlled substances in violation of applicable law or HOSA policy;
- Theft or other serious criminal conduct;
- Plagiarism or knowingly claiming another person's work as one's own;
- Sexual misconduct or harassment;
- Discriminatory conduct;
- Serious bullying, threats, or harassment; or
- Other conduct determined to substantially undermine the integrity or reputation of New Jersey HOSA.

A substantiated Category 2 violation may result in immediate removal from office by the State Advisor.

The officer and Chapter Advisor will be notified of violations and resulting disciplinary action.

Removal, Resignation, or Abandonment of Office

A State Officer who resigns, is removed from office, or abandons their position may lose eligibility for State Officer reimbursements or other benefits associated with successful completion of the officer term.

When applicable, New Jersey HOSA may also seek reimbursement for State Officer expenses previously paid on the officer's behalf in accordance with the signed State Officer agreements and applicable fiscal policies.

State Officer Reimbursement Policy

Purpose

The New Jersey HOSA State Executive Council Reimbursement Program is designed to reduce the financial burden associated with serving as a State Officer while encouraging participation in required leadership-development opportunities.

Reimbursements recognize officers who successfully complete their term of office and fulfill the responsibilities established by New Jersey HOSA.

Reimbursement is subject to available funding and compliance with all eligibility and documentation requirements.

Eligibility

To qualify for reimbursement, a State Officer must:

- Successfully complete their full elected term;

- Remain in good standing throughout the term;
- Attend required Executive Council meetings, conferences, trainings, and assigned activities unless excused by the State Advisor;
- Fulfill assigned State Officer responsibilities; and
- Submit required reimbursement documentation by the established deadline.

Officers who resign, are removed from office, fail to remain in good standing, or do not complete their term may forfeit reimbursement eligibility.

Reimbursable Expenses

Newly Elected State Officers — International Leadership Conference

Eligible expenses may include:

- ILC registration fee;
- Transportation using the most economical reasonable method approved by the State Advisor; and
- Hotel accommodations equal to the officer's share of a standard quad-occupancy room.

Additional lodging costs resulting from upgrades, reduced occupancy, or personal preferences are the responsibility of the officer.

Washington Leadership Academy

Eligible expenses may include:

- WLA registration fee;
- Transportation using the most economical reasonable method approved by the State Advisor; and
- Hotel accommodations equal to the officer's share of a standard quad-occupancy room.

State Fall Leadership Conference

Approved workshop materials and educational supplies purchased for State Officer presentations may be reimbursed when written approval is obtained from the State Advisor before purchase and appropriate receipts are submitted.

State Leadership Conference

Approved conference materials or supplies purchased on behalf of New Jersey HOSA may be reimbursed when prior authorization is obtained from the State Advisor.

Personal purchases are not reimbursable.

Outgoing State Officers — International Leadership Conference

Outgoing State Officers may be eligible for reimbursement of the ILC registration fee only.

Travel, lodging, meals, and other expenses are the responsibility of the outgoing officer unless otherwise specifically authorized.

Travel Requirements

All reimbursable transportation must use the most economical reasonable option available and must be approved by the State Advisor when required.

An officer who selects a more expensive transportation option may be reimbursed only up to the cost of the approved economical alternative.

Upgrades, premium seating, additional baggage, personal travel, and other elective expenses are not reimbursable unless specifically authorized.

Reimbursement Procedures

Reimbursement requests must include all documentation required by New Jersey HOSA, which may include:

- Original itemized receipts;

- Supporting travel documentation;
- Completed reimbursement forms;
- Completed and signed W-9; and
- Other documentation requested by the State Advisor.

Incomplete reimbursement requests may be returned or denied.

All State Officer reimbursements are processed after successful completion of the officer's term.

Requests must be received by the State Advisor no later than **May 1 following completion of the officer's term**. Requests received after the deadline will not be considered.

The State Advisor is responsible for interpreting the reimbursement policy, determining eligibility, and approving or denying reimbursement requests consistent with available funding and applicable fiscal requirements.

Vacancies and Succession

Vacancy in the Office of President

If the office of President becomes vacant, the President-Elect will assume the office of President for the remainder of the unexpired term.

Assumption of the Presidency for the remainder of the vacant term does not eliminate the President-Elect's previously established succession to the Presidency for the following membership year unless otherwise determined under the governing bylaws.

Other State Officer Vacancies

When a vacancy occurs in the office of President-Elect, Regional Vice President, Postsecondary/Collegiate Vice President, Secretary, Historian, or Parliamentarian, the remaining members of the State Executive Council may participate in selecting an eligible replacement.

The State Advisor retains final approval authority for appointments made to fill vacancies.

Individuals considered for appointment must meet the applicable State Officer eligibility requirements.

National HOSA Executive Council Candidacy

New Jersey members seeking candidacy for the HOSA–Future Health Professionals Executive Council must follow all eligibility requirements and candidate procedures established by HOSA–Future Health Professionals.

New Jersey HOSA limits endorsement for national Executive Council candidacy to current or former members of the New Jersey HOSA State Executive Council.

National candidacy is separate from the New Jersey HOSA State Officer election and vacancy process.

Candidates seeking New Jersey HOSA endorsement must submit the required application and supporting materials for review. The New Jersey HOSA State Advisory Council may review candidate qualifications and provide a recommendation to the State Advisor.

The New Jersey HOSA State Advisor retains final authority to endorse a candidate on behalf of the State Association for national office.



Section 10: Forms, Resources, and Reference Materials

Code of Conduct/Photo Release Form

for Members Attending any HOSA Events: Local, Regional, State or National

NJ HOSA Members are expected to abide by the rules and regulations in order to be a good representative of their Local, State, and National Chapters. All children, students, and adults who attend any NJ HOSA Conference require this form. No conference attendee is allowed to participate unless this document is signed.

(PLEASE PRINT)

Student Name: _____

Home Phone: _____ Student Cell Phone: _____

Parent cell phone: _____

School: _____

Chapter Advisor: _____ Chapter Number: _____

1. "My behavior at all times will be such that it reflects credit to me, my school/college, my state and HOSA. This includes displaying respect during conference ceremonies which includes paying attention to guest speakers and unnecessary usage of electronic devices such as cell phones and laptops."
2. "I am expected to attend all business meetings, interest sessions and other scheduled activities."
3. "I will attend all meetings on time."
4. "I will attend all meals and I understand no food or beverages are allowed out of the cafeteria or designated eating area"
5. "I will fraternize with people from the HOSA conference ONLY."
6. "I am not to leave the hotel/school under any conditions without the advisor's approval."
7. "I will report any accidents, injuries or illnesses to my advisor immediately."
8. "I will observe schedules."
9. "I will not damage conference property. I am responsible for damage, stealing, or vandalism. I/my parents will be expected to pay for damages."
10. "I will not purchase, sell, or use any alcohol, drugs, or narcotics during any HOSA activity."
11. "I will observe smoking regulations."
12. **"I permit NJ HOSA to use video footage and photographs of me that may include name and school (if student is under the age of 18: my child) for publicity that might include but is not limited to: website, social networking sites, PowerPoint presentations, promotional videos, flyers and/or news publications."**

"I understand that if I violate this contract, I will be required to have a conference with my State and Local Advisors and will be subject to disciplinary action."

Signature of parent or guardian (if student is under the age of 18)

Date

Participant's Signature

Date

Chapter Advisor's Signature

Date

****A COPY OF THIS FORM MUST BE KEPT BY THE CHAPTER ADVISORS AT THE CONFERENCE.****

New Jersey HOSA Swimming Waiver & Indemnification

Student Name: _____ School: _____

1. Acknowledgment of Risk: I understand that participation in conferences may involve access to swimming pools, beaches, water parks, or water areas. These locales are public settings, in which New Jersey HOSA, Kean University, the State of New Jersey and their employees, affiliates, volunteers, or consultants will, in many cases, not have control over the environment or surroundings. The risk of injury from the activities involved in a pool setting is significant, including the potential for permanent paralysis and death, drowning, head and neck injury, concussion and possible reactions to chemicals, along with minor cuts and scrapes, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and I knowingly and freely assume all such risks, both known and unknown, and assume full responsibility for my participation; and I willingly agree to comply with the stated instructions and policies and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official/coach/instructor/lifeguard/manager immediately; and I understand, agree, and acknowledge that some activities may be of a hazardous nature and/or include physical and/or strenuous activity.

Understanding this, I state that I have no medical condition or impairment that might inhibit my safe and active participation in the above listed activity. It is my understanding that the risks associated with the activity include all of the risks associated with the activities described above as well as other risks that may arise during my participation in the activity. Accordingly, if I believe I need more information regarding participation in said activity before I waive my rights and agree to indemnify others as described below, I acknowledge that I may seek additional information, or I may refuse to participate in the activity. I further acknowledge that the risks listed above, along with other risks inherent to participation in the activity listed above, may result in severe bodily and/or emotional injury, including permanent disability or death. I recognize that participation in the above listed activity involves other inherent risks, and that all such risks cannot be described as a part of this document.

2. Waiver of Rights and Release of Liability: Participant, and, if Participant is a minor, each Parent and/or Legal Guardian, hereby releases, waives and discharges New Jersey HOSA, Kean University, the State of New Jersey and their employees, affiliates, volunteers, or consultants, board members, and agents from all liability, claims, and causes of action based upon the actions or omissions of the aforementioned organizations and their board members, employees and agents (“Releasees”) arising in connection with participant's participation in

the activity(ies) described above; provided, however, that this waiver and release does not address injury, damage, or loss resulting from the intentional or reckless acts of any Releasee.

3. Indemnification and Hold Harmless: The undersigned, and each of them jointly and severally, further agree to indemnify and hold harmless the Releasees from and against all losses, damages, monetary awards and expenses, including all costs and reasonable attorney fees, incurred in connection with any claims of negligence, wrongdoing or error on the part of a Releasee brought by the participant, participant's Parent(s) and/or Legal Guardian(s), participant's other family members, or Participant's heirs, successors, assigns, and legal representatives, for any injury, illness, disease, death or damage to property, arising from or in connection with Participant's participation in the activity(ies) described above. Notwithstanding the foregoing, this hold harmless and indemnification agreement does not address losses, damages, monetary awards and expenses arising from the intentional or reckless acts of any Releasee.

4. Miscellaneous: The parties agree that the provisions of this Waiver and Indemnification Agreement are severable, and that the invalidity or unenforceability of any one or more of the provisions or clauses hereof shall not affect the validity or enforceability of the other provisions or clauses of this Agreement. The terms of this Agreement constitute the entire agreement and understanding between the parties concerning these subject matters. This Agreement is made pursuant to and shall be construed according to the laws of the State of New Jersey.

I CERTIFY THAT I HAVE READ THIS WAIVER AND INDEMNIFICATION AGREEMENT, MAY TAKE THE OPPORTUNITY TO CONSULT WITH AN ATTORNEY, UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS AND ASSUMING SUBSTANTIAL RESPONSIBILITIES BY SIGNING BELOW, AND SIGN BELOW VOLUNTARILY.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

NJ HOSA Medical Release Form

DIRECTIONS: Due to legal restrictions, it is necessary that **ALL** delegates, parents/guardians, guests & HOSA Advisors complete this form to be eligible to attend the NJ HOSA State Leadership Conference

PLEASE TYPE OR PRINT ALL INFORMATION

Delegate Name _____
Date of Birth _____
Parent/Guardian Name _____
Parent/Guardian Cell# _____
Home Address _____
Student's Physician Name and Phone # _____
Physician's Address _____
Alternate Contact _____
Telephone Number _____
Student is covered by group or medical insurance ____ Yes ____ No
If yes, complete the following information:
Name of insured Insurance Company _____
Group # Policy # _____
Please completely describe any medical condition which may recur or be a factor in medical treatment:
a. Allergies e. Physical Handicap
b. Convulsions f. Medicine Reactions
c. Blackouts g. Disease of any kind
d. Heart/lung problems h. Other (Be specific)
If currently taking medication, please provide the following information:
Name of medication Physician/Phone Number _____

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 during this trip. I hereby release the HOSA, Inc. Board of Directors, the HOSA-Future Health Professionals Staff, State and Local HOSA Associations, Kean University 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 my student/child's participation in or contact with any known element associated with an activity including competitive events.

PARENT/GUARDIAN: Please check one of the following and sign your name.

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

☐ ☒ I do not give permission for medical treatment until I have been contacted.

Parent/Guardian's Signature Date (Applicable for delegates under the age of 18 and must be signed by the parent or legal guardian)

Delegate's Signature Date

Advisor's Signature Date

School

NJ HOSA Accommodations Request Form

Please fill in the information as completely as possible to help us provide a positive learning experience for all of our conference participants. The deadline is no later than 10 days prior to the start of the conference. This form must be completed by the Chapter Advisor.

Chapter Name: _____

Student First Name: _____

Student Last Name: _____

Competitive Event/Conference Activity: _____

Accommodations Requested: _____

Advisor Name: _____

Advisor Phone Number: _____

Local Advisor Email Address: _____

Member Name: _____

Email Address: _____

We certify that the student has an IEP or 504 Plan that specifically calls for this accommodation, and that we will assist NJ HOSA in any way to provide for the accommodation.

Chapter Advisor Signature/Date: _____

Child Study Team Signature/Date: _____

2027 Advisor Statement of Assurance

I certify that each member of my chapter in attendance at the 2026 State Leadership Conference and their parent(s), guardian(s) have completed and signed the following forms that I will retain on site for the duration of the conference.

_____ Attendance Permission Form

_____ Photo Release Form

_____ Dress Code Acknowledgment Form

_____ Medical Release Form

_____ Code of Conduct

School Name

Chapter Advisor's Signature

Advisor's Cell Phone

These forms must be maintained at the State Conference by the Chapter Advisor. Each Chapter Advisor must be able to provide/present all of the above documents at all times during the conference.

NJ HOSA Dress Code Policy

New Jersey HOSA adopts National HOSA's official Dress Code Policy (Appendix D, updated August 2025) for all NJ HOSA conferences and competitive events. The current version is reproduced below; the controlling version is always the most current National HOSA Appendix D published at hosa.org.

Required Attire — Official HOSA Uniform

- Tailored navy blazer with emblem affixed over the heart
- Matching navy slacks or navy knee-length skirt
- White, closed-neck, tailored dress shirt suitable for tie or scarf
- Accents: maroon HOSA scarf or maroon or navy long tie
- Closed-toe blue, black, or brown business shoes or blue, black, or brown sneakers
- Belt (blue, black, or brown)
- Head covers required for religious purposes or to honor cultural traditions are allowed

OR, Business Dress Policy

- Black or navy-blue suit
- White, closed-neck, tailored dress shirt (maroon or navy long tie)
- White blouse (member's choice) or accent: maroon HOSA scarf (optional)
- Members may choose to wear knee-length skirts or slacks
- Closed-toe blue, black, or brown business shoes or blue, black, or brown sneakers
- Belt (blue, black, or brown)
- Head covers required for religious purposes or to honor cultural traditions are allowed

General Conference Dress

Business casual footwear, including clean sneakers in good condition, is permitted; sneakers worn to general sessions must be blue, black, or brown to be allowed on stage. Official functions (HOSA Expo, workshops, HOSA University) require the official uniform or appropriate business attire unless a specific activity (exercise, meditation, etc.) is noted otherwise.

Social Activities Dress: everything is acceptable EXCEPT athletic clothing, swimwear, sheer or mesh clothing, tank tops, muscle shirts, crop tops, and clothing with obscene or suggestive printing. Shirt straps must be at least two inches wide; shorts and skirts must be at least fingertip length.

Competitive Event Dress

Competitors should consult their individual Competitive Event Guidelines for event-specific attire. In general:

Business Attire: the Official HOSA Uniform or Business Dress above, OR any acceptable business dress (suit, dress, shirt, sports jacket, jacket, skirt, pants) with shoes and clothing of any color (closed-toe, open-toe, heeled sandals, and sneakers are all permitted).

Clinical Uniform / Attire Appropriate to the Occupational Area: scrubs, EMS attire, or CERT attire; khaki-style pants with a polo-style top; clinical shoes or sneakers are required (must be closed-toe — no open-toe shoes as part of a clinical uniform); a lab coat over scrubs or business attire is optional.

Competitive Event Dress Bonus Points

- Five (5) bonus points are added in Tabulations once per competitor and/or team for appropriate dress. In team events, all team members must be appropriately dressed for the team to receive the bonus.
- Dress bonus points are awarded by default unless the Event Manager and a member of the Competitive Events staff agree on a dress violation, which must be documented and signed on the Event Section Summary form.
- Judges are not responsible for awarding dress bonus points.

Unacceptable Attire for Competition (not limited to)

Casual tank/crop/tube tops; T-shirts (logo t-shirts for a profession are acceptable); sweat or pajama pants/shirts; torn, dirty, or frayed clothing; revealing clothing; denim of any kind; canvas shoes; shorts, capris, or other short pants; beachwear, athletic clothing, swimwear, sheer or mesh clothing; clothing with obscene or suggestive printing; flip flops and thong sandals.

Additional Notes

Head covers required for religious purposes or to honor cultural traditions are allowed. A competitor should dress appropriately based on the dress standards outlined for the gender to which they identify.

NJ HOSA Dress Code Acknowledgment Form

Student Name: _____

Chapter: _____

I have read and understand the NJ HOSA Dress Code Policy (adopted from National HOSA Appendix D) included in this manual. I understand that I am expected to comply with this dress code at all NJ HOSA conferences, competitive events, and official activities, and that appropriate dress may also be required to receive competitive event dress bonus points.

Student Signature: _____

Date: _____

Parent/Guardian Signature (if student is under 18): _____

Date: _____

Chapter Advisor's Signature: _____

Date: _____

Regional Assignments by County

Counties Assigned to Northern Regional Conference

- ❖ Bergen County
- ❖ Essex County
- ❖ Hudson County
- ❖ Morris County
- ❖ Passaic County
- ❖ Sussex County
- ❖ Warren County

Counties Assigned to Central Regional Conference

- ❖ Hunterdon County
- ❖ Union County
- ❖ Somerset County
- ❖ Middlesex County
- ❖ Monmouth County

Counties Assigned to Southern Regional Conference

- ❖ Atlantic County
- ❖ Burlington County
- ❖ Camden County
- ❖ Cape May County
- ❖ Cumberland County
- ❖ Gloucester County
- ❖ Mercer County
- ❖ Ocean County
- ❖ Salem County

NJ HOSA Advisor Annual Checklist

- ☐ Aug 1–31: WLA registration window (if attending)
- ☐ Sept 14–Oct 9: FLC registration window
- ☐ Oct 28: Attend State Fall Leadership Conference / October Advisor Meeting
- ☐ Nov 2–6: Run HOSA Week programming
- ☐ Nov 30: Submit Pin Design entries (if applicable)
- ☐ Dec 17: Affiliation Deadline — finalize roster and dues; submit Medical Release, Code of Conduct/Photo Release, and Dress Code Acknowledgment forms for all attending members
- ☐ Dec 4–Jan 15: Regional Competition registration window
- ☐ Jan 25–27 (makeups 28–29): Regional testing — serve as proctor, submit Proctor and Administrator Agreements when sent by the registration team
- ☐ Feb 5–26: SLC registration window
- ☐ Mar 15–17 (makeups 18–19): SLC virtual testing window
- ☐ Mar 19: Pre-Judge Materials due
- ☐ Mar 26: Scholarship Applications, NJ Chapter Standards of Excellence, HOSA Service Project, and Community Service Project materials due
- ☐ Mar 31: Supplemental Affiliation Deadline
- ☐ Apr 2: Approve Barbara James Service Award hours
- ☐ Apr 11–13: Attend SLC (officers/candidates arrive Apr 10) — complete assigned Advisor Assignment, bring completed Advisor Statement of Assurance and all supporting forms
- ☐ May 1: Submit Officer Reimbursement requests (if applicable)
- ☐ May 7 / May 14: ILC state / national registration deadlines
- ☐ June 22–25: International Leadership Conference

New Chapter Checklist

- ☐ Contact the NJ HOSA State Advisor to confirm school eligibility
- ☐ Identify and confirm a Chapter Advisor, approved by school administration
- ☐ Obtain school administration approval to establish the chapter
- ☐ Identify eligible students interested in membership
- ☐ Draft local chapter bylaws (Sample Bylaws available from NJ HOSA)
- ☐ Select or elect initial chapter officers
- ☐ Develop an initial Program of Work
- ☐ Affiliate the chapter and its members through the National HOSA online membership system
- ☐ Pay all applicable state and national affiliation fees (\$20/member: \$10 National / \$10 NJ HOSA)
- ☐ Confirm chapter reaches the minimum of 5 affiliated student members and 1 affiliated Chapter Advisor

Conference Checklist

- ☐ Confirm registration completed by the Chapter Advisor through the NJ HOSA conference management system before the deadline
- ☐ Confirm payment or valid purchase order submitted by the payment deadline
- ☐ Collect and retain: Medical Release Form, Code of Conduct/Photo Release Form, Dress Code Acknowledgment Form for every attending student
- ☐ Complete and bring the Advisor Statement of Assurance (overnight conferences)
- ☐ Confirm required chaperone ratio is met (1:10 in-state / 1:8 out-of-state or international)
- ☐ Confirm chaperones are school board-approved, insured school employees (never a parent/guardian)
- ☐ Review the official conference schedule for curfew times and mandatory sessions
- ☐ Submit any Accommodations Request Form at least 10 days before the conference, if applicable
- ☐ Confirm transportation is school/district-approved (no student self-transport)
- ☐ Review assigned Advisor Assignment responsibilities in advance (SLC only)

Anti-Bullying Policy

New Jersey HOSA prohibits acts of harassment, intimidation or bullying of a student. New Jersey HOSA has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation, or bullying. New Jersey HOSA establishes that "harassment, intimidation or bullying" means any gesture, any written, verbal, or physical act, or any

electronic communication***, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents, that is:

- A. reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic; and that
- B. takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
- C. a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- D. has the effect of insulting or demeaning any student or group of students; or
- E. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

*** "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager

New Jersey HOSA expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the code of student conduct. New Jersey HOSA believes that standards for student behavior must be set cooperatively through interaction among the parents and other community representatives, school administrators, school employees, school volunteers and students of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members. Students are expected to behave

in a way that creates a supportive learning environment. New Jersey HOSA believes that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the code of student conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline. New Jersey HOSA expects that students will act in accordance with the student behavioral expectations outlined in the Student Code of Conduct and those in place in the individual student's home school and district.

New Jersey Law requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of student conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. New Jersey HOSA will adhere to all policies and procedures of the student's home district, wherein appropriate consequences and remedial actions are those that are graded according to the severity of the offenses, consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct and N.J.A.C. 6A:16- 7.

New Jersey HOSA policy requires the administration at each school to be responsible for receiving all complaints alleging violations of this policy. All New Jersey HOSA staff, volunteers and contracted service providers who have contact with students, are required to verbally report alleged violations of this policy to the State Advisor on the same day when the individual witnessed or received reliable information regarding any such incident. The State Advisor will report such incidents to the individual school's administration.

Reporting Policy

In New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information to the State Central Registry (SCR). If the child is in immediate danger, call 911 as well as 1-877 NJ ABUSE

(1-877-652-2873). A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously. 57

What information will I be asked to provide to the hotline screener?

SCR screeners are trained caseworkers who know how to respond to reports of child abuse/neglect. Whenever possible, a caller should provide all of the following information:

- Who: The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
- What: Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
- When: When the alleged abuse/neglect occurred and when you learned of it.
- Where: Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
- How: How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.

Do callers have immunity from civil or criminal liability?

Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.

Is it against the laws of New Jersey to fail to report suspected abuse/neglect?

Any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.

What happens after I make the call?

When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.

Abuse Prevention Policy for the Protection of Youths and Vulnerable Persons

INTRODUCTION

It shall be the policy and covenant of Kean University & New Jersey HOSA to do everything in our power to prevent physical, emotional or sexual abuse against 58 children, youth and adults with developmental disabilities who interact with Kean University & New Jersey HOSA or activities sponsored by Kean University & New Jersey HOSA. We are covenanted to be aware of our legal responsibilities and to comply with those responsibilities and go beyond those responsibilities when necessary to act justly in the best interest of those who have been abused or those who are most vulnerable to abuse.

Kean University & New Jersey HOSA will implement orientations and training seminars for persons in management and employment who have direct or indirect contact with children, youth and adults with developmental disabilities, as required by the organization's employment and training practices. Kean University & New Jersey HOSA will screen persons in management and employment who have direct or indirect contact with children, youth and adults with developmental disabilities and will report all instances of abuse. Management and employees will receive ongoing training as designated in Kean University & New Jersey HOSA's employment and training practices.

SCOPE

This policy and its provisions shall apply to all management and employees who have any direct or indirect contact with children and/or youth and/or adults with developmental disabilities who interact with Kean University & New Jersey HOSA or activities sponsored by Kean University & New Jersey HOSA. Effective September 1, no person under the age of 18 will be certified by the Administration to work or volunteer, directly with children, youth and adults with developmental disabilities.

ETHICS POLICY

Statement of Policy

All management and employees of Kean University & New Jersey HOSA shall not engage in sexual abuse, sexual harassment, sexual misconduct, and physical abuse, physical neglect, lack of supervision, emotional maltreatment, educational maltreatment, and/or moral-legal maltreatment of children, youth, and adult /children with developmental disabilities.

Persons who interact, with children, youth and adults with developmental in any way- shall include all paid management and employees, who have a direct or indirect contact with same who patron Kean University & New Jersey HOSA or activities sponsored by Kean University & New Jersey HOSA.

DEFINITIONS

1. Sexual Abuse: Sexual abuse means unwanted physical conduct of a sexual nature, sexual contact or sexualized behavior and may include, by example, touching, fondling, other physical contact and sexual relations. Child/youth/adult with developmental disabilities sexual abuse is the sexual exploitation or use of same for satisfaction of sexual drives. It includes but is not limited to: (1) incest, (2) rape, (3) prostitution, (4) any sexual intercourse, or deviant sexual conduct with, or fondling of a child, or youth, or adult with developmental disabilities who patron Kean University & New Jersey HOSA or activities sponsored by Kean University & New Jersey HOSA.
2. Sexual Harassment: Sexual harassment is any unwanted sexual advance or demand, either verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating or coercive. Sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender.
3. Sexual Misconduct: Sexual misconduct means a chargeable offense.
4. Physical Abuse - Any act of omission or an act that endangers a person's physical or mental health. This definition includes any non-accidental physical injury. Physical abuse

may result from punishment that is overly punitive or inappropriate to the individual's age or condition. In addition, physical abuse may result from purposeful acts that pose serious danger to the physical health of a child, youth or adult with developmental disabilities.

5. Physical Neglect – individual in charge does not take adequate precautions (given a child's, youth or vulnerable person's particular emotional developmental needs) to ensure his or her safety in and out of the residence.
6. Lack of Supervision- individual in charge does not take adequate precautions (given a child's, youth or vulnerable person's particular emotional developmental needs) to ensure his or her safety in and out of the residence.
7. Emotional Maltreatment- Persistent or extreme thwarting of a child's, youth or vulnerable person's basic emotional needs (such as the need to feel safe and accepted)
8. Educational Maltreatment- an individual in charge fails to ensure that a child, youth or vulnerable person receives adequate education
9. Moral-Legal Maltreatment- individual in charge exposes or involves a child, youth or vulnerable person in illegal or other activities that may foster delinquency or antisocial behavior.

Implementation

Professionals, employees, and volunteers shall be provided a copy of this policy and shall receive training information to assist in the understanding and implementation of this policy.

Making a Complaint

Persons who have knowledge of possible violations of this policy by management and employees should report to appropriate supervisors and administrators. The Administration will take action in investigation, reporting, due process, and take action to seek justice.

SCREENING FOR VOLUNTEERS OR STAFF

Careful screening is one way to prevent the abuse of children, youth and adults with developmental disabilities. Screening calls for a careful gathering and review of information in search of persons who can provide safe contact in a safe environment.

1. Prior to employment or acceptance as management or paid staff person, human resources or management shall direct each prospective employee to complete an Application, Authorization to Release Information Form and other forms related to gathering employee data. By signing the form, the applicant will give Kean University & New Jersey HOSA authorization to contact references, authorization for those references to release information to Kean University & New Jersey HOSA and to allow Kean University & New Jersey HOSA to perform the necessary investigation to complete the review of the application and all references attached.
2. Kean University & New Jersey HOSA shall facilitate a screening check.
3. Kean University & New Jersey HOSA and its human resource department/management shall request and verify all references.
4. Kean University & New Jersey HOSA and its human resource department/management shall receive the completed forms and reports and review them. If any of the reports and/or references raise questions about the fitness of an applicant, the Kean University & New Jersey HOSA should disapprove the application and notify the applicant. Kean University & New Jersey HOSA reserves the right to turn away any persons for employment.
5. If the applicant is found to have been involved in any activity in which the applicant abused or exploited children, youth and adults with developmental disabilities, the applicant will not be hired/approved. Any conviction of a crime against children, youth or adults with developmental disabilities shall disqualify any applicant.
6. Results of screens shall be kept confidential.

TRAINING

The Kean University & New Jersey HOSA shall develop and implement training procedures for all management and employees who have direct or indirect contact with children, youth and adults with developmental disabilities as part of their duties, activities and events.

SUPERVISION

Supervision and enforcement of policy and procedures regarding all management and employees who have direct or indirect contact with children, youth and adults with developmental

disabilities should be clearly communicated within Kean University & New Jersey HOSA's policies and procedures. At each facility, management and employees should be clear on written policy and procedures regarding staff working directly or indirectly with children, youth, and adult/children with developmental disabilities. (Definitions of abuse, selection and screening, no one-on-one isolated situations should apply with children, youth, and adult /children with developmental disabilities, reporting incidents of abuse with children, youth, and adult /children with developmental disabilities and media response. ALL reporting activities set forth by government, State and Federal regulations, should be followed). Whenever possible, a team approach should be used when interacting. If the necessity for one-on-one interactions, the interaction should occur in an unenclosed area and with the knowledge of another adult. Staff is to be encouraged to warn each other when questionable behavior is displayed.

REPORTING OF INCIDENTS

All incidents should be immediately reported to management and an incident report should be filed. Management should retain all incident reports for reference. When the necessity of reporting occurs, the protection of children, youth and adults with developmental disabilities must be paramount.

Sample Procedures for Reporting, Investigating, and Resolving Violations of Certification Policy

1. Report immediately upon receipt of an allegation of violation of policy management on duty. The Facility Manager, Regional Manager, Executive Director and Crisis Management Team shall be notified additionally. The Executive Director or Crisis Team Management will facilitate reporting to law enforcement agencies as appropriate according to State and Federal reporting guidelines and shall also notify the Board of Directors.
2. The person against whom an allegation has been made ("Respondent") will immediately be suspended
3. If a minor is involved, that person's parent(s)/guardian(s) shall be notified of the alleged violation of policy by a person designated by the Crisis Management Team.
4. The Crisis Management Team shall assist the investigation of the complaint and the process to use to work through the complaint. This may include assistance with legal and

public relations issues as well as interviews necessary for the investigation of the complaint. Decisions of resolution shall ultimately rest with the Board of Directors.

5. The person or persons who first report the alleged violation of policy will be asked to document their knowledge of this incident(s) and provide that documentation to the Crisis Management Team.
6. The Crisis Management Team will determine who needs to be interviewed to determine the nature of the alleged violation and its impact. All conversations shall be documented including such things as (but not exclusive of) date, time, place, and names of persons involved. In addition, the substance of the conversation shall be documented, with the person interviewed asked to review notes for accuracy and to sign such notes. In addition, all contacts made, and actions taken by the Crisis Management Team are to be documented.
7. If a formal complaint is made, the Crisis Management Team shall provide the respondent with a copy of the complaint.
8. Those making the allegations (“Plaintiff”), the parent(s)/guardian(s) of any minor involved, the Respondent, and any persons who supervise such persons shall be notified of any result of the investigation and final decision of the Kean University & New Jersey HOSA documentation shall be retained in a confidential, personal file.
9. The Crisis Management Team will determine when and with whom information needs to be shared. If investigations or allegations of abuse should come to the attention of the media, a response shall come from a spokesperson.
10. It shall be the goals of Kean University & New Jersey HOSA to provide supportive care to both the Plaintiff and the Respondent, and to restore such persons to wholeness. Supportive care can include the procedures of the criminal justice system and appropriate counseling referrals.
11. If the Plaintiff should desire to appeal the decision of the Kean University & New Jersey HOSA and The Crisis Management Team, or Board of Directors’ legal council will be consulted.

Guidelines for Establishing Written Abuse Prevention Policies

1. Establish an organization wide commitment to zero tolerance for abuse.

2. Define grooming behaviors and characteristics of abusers and clearly prohibit grooming. Grooming is the process used by an abuser to select a child, win the child's trust and the trust of their parent or guardian to manipulate the child into sexual activity and keep the child from disclosing the abuse. Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to a supervisor or other pre-determined member of the organization.
3. Understand and communicate mandatory reporting laws and requirements. Report ALL suspicions or allegations of abuse, regardless of the state law requirements. Organizations should establish the chain of reporting internally, with appointed staff members who will report to the appropriate agencies. This may include local police, Child Protective Services, or other appropriate agencies.
4. Define allowable/appropriate interactions and what is not allowed. This may include no one on interactions, no private conversations (in-person or online), define what if any physical contact is allowed.
5. Establish protocol for response to victims. In addition to notifying the appropriate authorities, what services will be made available to victims and other members, staff or volunteers who might be impacted?
6. Determine consequences of engaging in prohibited behaviors or not enforcing policies. Consequences must be clear and consistent (violations, disciplinary action, reassignment, termination, etc).
7. Employees, volunteers and other adults representing the organization must participate in Abuse Prevention Training. This applies to any adult working with minors on a regular basis or staff members responsible for hiring, firing or otherwise part of the reporting process or policy enforcement. This may be directly through the organization or through another entity, if provided with proof of completion within three years.
8. Employees, volunteers and other adults representing the organization must go through a background screening process. This applies to any adult working with minors on a regular basis or staff members responsible for hiring, firing or otherwise part of the

reporting process or policy enforcement. This may be directly through the organization or through another entity, if provided with proof of completion within three years.

9. Statement of Acknowledgement and Agreement. Once communicated, employees/volunteers sign indicating they have reviewed the policy and understood the material and agree to comply with the policy requirements.

Responsibilities for Conducting Off-Campus Events for the HOSA Program

This form contains statements, which clearly delineate the responsibilities of school districts, which participate in NJ HOSA events. Please read the form carefully and fill in the information requested in the spaces provided. Finally, sign the form and return to:

NJ HOSA Program
Kean University, Townsend Hall, Room 209
1000 Morris Avenue
Union, NJ 07083

Role & Responsibility of NJ HOSA

The NJ HOSA state advisor assumes the role of event manager at a number of NJ HOSA student activities and is responsible for ensuring that the materials, facilities, equipment and schedules necessary to meet the event's programmatic needs are provided. In accordance with New Jersey law, the NJ HOSA state advisor is not responsible for transporting, chaperoning, or supervising students during a school district's off-campus events.

Responsibilities of Participating School Districts

School districts which send students to participate in NJ HOSA managed events assume full responsibility for student behavior, supervision and transportation. A school participates in these events as part of an approved education program for its students. New Jersey State law requires that student conduct is governed by the full force of a school district's rules and policies while the student is participating in school-sponsored events and activities on or off- campus. School district employees who serve as official chaperones during off-campus events are legally responsible for the conduct of the students. A participating school district's policies governing student conduct and discipline during on-campus activities shall also govern student conduct and discipline during HOSA off-campus events. In the event that off-campus student conduct results in harm to self, others, or property, the law states that the student, student's parents or guardians, and the school district will be legally responsible for the damages.

HOSA Chapter Advisors are responsible for their student's Delegate Conduct Practices and Procedures Form and Parent Permission/Emergency Form. These forms are to be kept by the advisor during his/her stay at the conference.

School & Chapter # _____ Date _____

Teacher/Coordinator _____

Print Name

Signature

Principal _____

Print Name

Signature

In the event that we need to contact an administrator from your school district during a NJ HOSA student activity, please submit the following information:

Contact Name: _____

Telephone Number During School Hours _____

Telephone Number After School Hours _____

National and State HOSA Resource Directory

A consolidated list of external toolkits, policies, and reference materials referenced throughout this manual.

National HOSA

- General Rules and Regulations — hosa.org/grr
- Brand/Logo Guidelines — hosa.org/brand
- Competitive Events Appendix H – Reasonable Accommodations — hosa.org
- Washington Leadership Academy — hosa.org/wla
- International Leadership Conference — hosa.org/ilc
- Mission/Purpose/Goals/Creed/Core Values — hosa.org/mission-purpose-goals-creed-core-values
- HOSA Lifetime Alumni Membership — hosa.org/alumni
- HOSA Service Project (NMDP) — NMDP.org/HOSA

New Jersey HOSA

- NJ HOSA Social Media Toolkit — njhosa.org/wp-content/uploads/2025/03/NJ-HOSA-Social-Media-Toolkit.pdf
- NJ HOSA Internship Toolkit — njhosa.org/wp-content/uploads/2026/01/NJHOSAInternshipToolkit.pdf
- NJ HOSA Fundraiser and Service Guidebook — <https://njhosa.org/wp-content/uploads/2026/01/NJHOSAFundraiserServiceGuidebook.docx>
- NJ HOSA Award Recommendation Form — forms.gle/cthZjEdBxYmnckSz6