

Registration Instructions

Conference will be virtual!

- All forms can be found on the State Website. (Events, SLC page).
- Dress Code: Wear HOSA t-shirt – preferably new one. If no HOSA shirt, wear a nice shirt/blouse
- You are required to have students fill out the following
 - ✓ Registration form
 - ✓ Permission form
 - ✓ Code of Conduct form
 - ✓ Photo Release
- Agenda will be posted after the Holidays on the state website
- Chapter Advisor is to keep all forms; use forms to fill out registration. **Do Not send forms to me. Fill out online teacher submission form on state website**
 - ✓ Be sure to tell students they must turn in all forms quite a few days before the deadline. Give yourself or a helper time to register them online.
 - ✓ Encourage students to turn in forms and fees as early as possible. I have extended some deadlines because of Mardi Gras. Do testing before Mardi Gras.
 - ✓ Once you have any forms turned in, register them online right away.
 - ✓ You may make changes to the registration up until the deadline.
 - ✓ Once registration is closed, I will print out a list of all registered; you will be responsible to pay for all names on the list. No exceptions.
- Online Registration will open January 23, 2021 and close on February 17, 2021
- All testing will be online after registration closes. (February 18 – 26, 2021)
 - ✓ To register: go to the National HOSA website and log-in
 - ✓ Go to Conference Registration (you may have to log-in once more)
 - ✓ Choose: Louisiana HOSA State Leadership Conference
 - ✓ Using the student registration form turned in, fill in all information online

Deadlines:

February 5, 2021	State Officer Applications Due <u>in my office</u>
February 17, 2021	Registration closes for everyone
February 18, 2021	Testing Opens
February 26, 2021	Final testing day
February 26, 2021	Audition Deadline for Anthem Singers
February 26, 2021	Print out invoice; Request check for registration and send <u>ASAP</u>
February 26, 2021	Nominations for Leadership Award
March 7, 2021	Opening Session begins promptly at 5:30 pm

If you have any questions, please feel free to call or email me. Remind students to read all information on the website!

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