

## HOSA Chapter Affiliation Process



The Affiliation Process is online and it is easy! All chapters affiliate through the National HOSA website at [www.hosa.org](http://www.hosa.org). HOSA Chapter Affiliation is required each school year for all Health Science and Project Lead the Way (PLTW) Biomed Programs.

### Internet Affiliation Instructions

If you are offering a **new** Health Science or PLTW: Biomedical program, the first step in using the **Internet Affiliation System** is to contact your HOSA State Advisor to request a **National Charter Number** and a **Chapter Password** for access to the affiliation system. ([rcornelius@alsde.edu](mailto:rcornelius@alsde.edu) or 334-694-4766)

If the Health Science or PLTW: Biomedical program already has an established HOSA Chapter and used the Internet to affiliate last year, the Chapter Password and National Charter Number will be the same this year. If the advisor has changed, this information should be updated during the affiliation process. **EVERY HEALTH SCIENCE OR PLTW BIOMED TEACHER SHOULD BE AFFILIATED AS AN ADVISOR.** HOSA is part of your curriculum, therefore each and every teacher should affiliate and play a role with the chapter.

Go to the National HOSA website at [www.hosa.org](http://www.hosa.org), locate the **Login** button on the top right of the page near the search bar. Enter your **National Charter Number** and **Password in the login & password** area. These are case-sensitive. If you lost your password, you can enter your charter number in the login area and click the forgot password link and it will email the advisor listed in the system the reset capability. Only National HOSA can provide you with your chapter's login information if you need to change the advisor information totally in the system because the site is secure due to credit card payments allowed. You may call 1-800-321-HOSA and ask for assistance to obtain your login info if you are an already established chapter and need the advisor information updated.

After successfully logging in, you should reach the main menu of what is the HOSA affiliation/conference management system. To access instructions for online affiliation, click on the help tab in the main menu. It is recommended that you review the instructions if you are unfamiliar with the online affiliation system.

You will affiliate each student and advisor by entering their name and information online. It is required to enter email addresses for all members. Email addresses must be included in the affiliation process if you have students who plan to participate in the Barbara James Service Award or the National Service Project. *As of July 2021, Alabama State and National Dues are \$20.00, but you must check at the beginning of each school year for the correct amount for dues. They are subject to change.* When you have entered your members and double-checked their information, **click the "Done" button.** You will no longer be able to remove members after clicking "done". An affiliation receipt can be printed upon completion of entering the students' and advisors' names into the website by using the **View and Print Affiliation Account Statement link.** Mail check to **National HOSA** for the total amount due for all affiliated members. **National HOSA address: HOSA Headquarters, 548 Silicon Dr., Suite 101, Southlake, TX 76092**

*The instructions for affiliation will be updated each school year, be sure to refer to the [www.hosa.org](http://www.hosa.org) for the current process which may be different from the instructions printed above.*

### Additional Resources

[www.hosa.org](http://www.hosa.org) Go to the **MYHOSA tab and click local advisor**– You will find information regarding the following items:

- Competitive Event Resources (guidelines/updates)
- Lesson Plans
- New Advisor and Fundraising Handbooks
- HOSA Advisor Professional Development
- Chapter and Classroom Activities
- National Technical Honor Society and other partner information

[www.alabamahosa.org](http://www.alabamahosa.org) Go to the **Teachers** tab – click **Resources** – You will find information regarding the following items:

- Alabama Competition Resources
- Conference Information (JLDC, SQE, SLC)
- Alabama HOSA Recognition Award Information & Forms
- Alabama State Officer Information
- Resources for Alabama's Executive Committee
- Local Chapter Templates & Resources
- HOSA and Alabama HOSA Logos & Brands
- Alabama HOSA Scholarship Application

### **Contact Information:**

Becky Cornelius, Education Specialist/AL HOSA State Advisor [rcornelius@alsde.edu](mailto:rcornelius@alsde.edu) or 334-694-4766

National HOSA: [www.hosa.org](http://www.hosa.org) or 800-321-4672

Alabama HOSA Website: [www.alabamahosa.org](http://www.alabamahosa.org)

AL HOSA Business Office [alabama@ctsofinance.org](mailto:alabama@ctsofinance.org) or 334-450-2723 (PO Box 1440 Owasso, OK 74055)

Alabama HOSA email: [alabamahosa@alsde.edu](mailto:alabamahosa@alsde.edu)