

**2021 HOSA STATE QUALIFYING EVENTS (SQE)** On-line testing and digital submissions will be used for members to qualify for competition at Alabama HOSA’s State Leadership Conference (SLC). All competitions, except for most Recognition Events and Special Needs Events, **MUST qualify through this process to advance to SLC**. Healthcare Issues Exam is the only Recognition event tested through SQE online testing.

Revised 9/26/21

ACTIVITY	DEADLINES AND FEES	NOTES
SQE Registration Opens	October 1	<a href="http://www.hosa.org">www.hosa.org</a> , login as an advisor, and register affiliated HOSA members through the conference system.
SQE Registration Fees	\$10.00 dollars per competitor	SQE Registration fee includes: <ul style="list-style-type: none"> <li>▪ <b>ONE competitive event per member</b></li> <li>▪ PLUS the <i>Healthcare Issues Exam</i>, if desired</li> <li>▪ PLUS the state office exam if running for office</li> <li>▪ A digital participation certificate</li> <li>▪ A digital certificate of excellence for state qualifiers</li> </ul>
SQE Registration Deadline	November 5th by 11:00 pm	LAST day to register members for SQE events. <b>Late registrations will not be accepted.</b>
SQE Registration Payment	<b>PAYMENT MUST BE MADE OUT TO ALABAMA HOSA AND POSTMARKED BY NOV 12<sup>th</sup></b>	<b>Mail to BUSINESS OFFICE W/ INVOICE:</b> Alabama HOSA Business Office PO Box 1440 Owasso, OK 74055 <a href="mailto:alabama@ctsofinance.org">alabama@ctsofinance.org</a>
<b>SQE Non-Testing Submissions Due</b> <b>State Officer Applications Due</b>	<b>Nov 16<sup>th</sup></b>	-Tallo submissions due for secondary /post-secondary competitors & Wufoo submissions due for middle school -State Officer Application & submission link on Alabama HOSA website
<b>Proctor Agreement &amp; Advisor Agreement Forms Due for Non-Testing Events</b> <a href="https://www.alabamahosa.org/resources/">https://www.alabamahosa.org/resources/</a> Under “conferences” and “SQE”	November 18 <sup>th</sup>	-Proctor Agreements must be completed through the online form. Anyone that might proctor your students needs to complete an Agreement. <u>Proctors will receive an email near the testing window with detailed instructions.</u> -Advisor Agreements must be completed through the online form for EACH advisor associated with your school’s Health Science/PLTW Biomed Program.
<b>On-line Proctor Identification</b>	November 18 <sup>th</sup>	Last day to identify proctors online. Everyone that MIGHT proctor your students needs to be submitted online at <a href="http://www.hosa.org">www.hosa.org</a> and login. Proctor should receive email with login info & script by Nov 24 <sup>th</sup> .
<b>SQE Testing Window</b> Note: Team members must test at the same time, but not close to each other in the room All members competing in the same event should test at the same time.	Dec 1 <sup>st</sup> -7 <sup>th</sup>	-On-line testing system will ONLY be open to your proctor during this time. <b>Virtual students</b> should be monitored through Google Meet, Zoom, WebEx, Facetime, or another type platform if they cannot test at school with the proctor. -State Officer exams also in this window -TESTS ARE <b>NOT OPEN RESOURCE</b>
<b>SQE Results Released</b>	By December 15 <sup>th</sup>	Qualifying competitors will be posted on the <a href="http://www.AlabamaHOSA.org">www.AlabamaHOSA.org</a> website.

SLC Registration Deadline	January 10 <sup>th</sup>	Late registrations will not be accepted
SLC Payment Postmark Deadline	January 17 <sup>th</sup>	Mail to <b>BUSINESS OFFICE W/ INVOICE: PO Box 1440 Owasso, OK 74055</b>
Tallo Revision Submission Deadline for SLC	February 7 <sup>th</sup>	Exact Tallo submissions per guidelines should be uploaded by now for secondary competitors. Note that SQE requirements are often less than what is required for SLC/ILC.

## SQE PREPARATIONS CHECKLIST

- Affiliate members
- Set chapter deadlines for registration (**State deadline is November 5<sup>th</sup>**)
- Collect student payment before your registration deadline (\$10.00/competitor)
- Double check your registration in the on-line system
  - Correct events and students
  - State Officer Candidates are identified under the options tab and have signed up for the officer test
  - Teams are labeled correctly and are complete
  - Remove any students that drop out PRIOR to the SQE deadline
  - **There will be no refunds for students that fail to test/compete**
- Once you confirm your registration information, print your invoice, and **mail payment (with invoice) to our BUSINESS OFFICE** ADDRESS below, postmarked on or before the deadline of November 12<sup>th</sup>
  - Alabama HOSA Business Office  
PO Box 1440  
Owasso, OK 74055
- Assure that all students in competitive events requiring digital submissions have uploaded the required submissions to TALLO/Wufoo prior to the close of the SQE window for the non-testing events- **Nov 16<sup>th</sup>**.
  - Digital submission requirements for non-testing events are listed later in this packet
- Secure a testing site that will accommodate the number of students testing each day during the testing window
- Secure a proctor that is **NOT associated with HOSA or Health Science** for the non-testing events (i.e. librarians, counselors, admin., etc.)
- Secure 1-2 back-up proctors in the event your primary proctor is unavoidably absent during your testing window.
- Make sure your school computers/student computers can access the testing site:** <https://testing.hosa.org/>
  - (link will only be active during the testing window)
  - Virtual students should be tested through a platform like zoom, webex, or facetime with the proctor if they cannot test at the testing site
- Have every advisor sign the Advisor Agreement Form, found at <https://www.alabamahosa.org/resources> Conferences and SQE, by the deadline of November 18<sup>th</sup>**
- Have each identified proctor fill out the Proctor Agreement form and every advisor sign the Advisor Agreement Form, found at <https://www.alabamahosa.org/resources> Conferences and SQE, by the deadline of November 18<sup>th</sup>.**
- Submit information to “Identify Proctors for Online Testing”** by the deadline of November 18 (you will need their email addresses)
  - <https://apps.hosa.org/> , login as local advisor, click “Online Testing Proctors”  
**Without this step, your competitors will NOT be allowed to test**
- Confirm your testing dates with your proctors and your testing sites (Suggestion: do not wait until the last day of the testing window in case there is a problem with computer access)
- Confirm your testing dates with your competitors

- Make sure students taking the same test are all testing at the same time, but are not sitting next to each other
  - You may test over several days, but **all students taking the same test must test at the same time**
  - For example: All medical terminology competitors must test on the same day, while medical spelling competitors can all be tested the next day
  - TESTS ARE **NOT** OPEN RESOURCE
- **Assure that all proctors have received email login instructions and a proctor script on November 24<sup>th</sup>**
  - **Without this documentation in hand, they will not be able to log your student into the competition**
- Provide proctors with 2 sheets of blank copy paper and BASIC calculators (not cell phones) for Medical Math, Pharmacy Science, and Epidemiology competitors and blank copy paper for Extemporaneous Poster middle school competitors
- Use the link on the [www.alabamahosa.org](http://www.alabamahosa.org) website under teachers/resources/SQE to print a certificate of participation for each competitor, and a certificate of excellence for each qualifier
  - Check [www.alabamahosa.org](http://www.alabamahosa.org) for SQE results. Qualifying numbers for each event are listed below.

## Digital Submission Secondary/Post-Secondary Division Requirements for the Non-Testing Events:

- ALL NON-TESTING event submissions for secondary (high school)/post-secondary members should be uploaded to TALLO  
 ALL NON-TESTING event submissions for middle school members will be uploaded to a Wufoo link per event (See MS specific list)
- Secondary students must create an account in order to upload to the system: [TALLO & CE LINK](#)
  - Students do NOT have to complete all portions of TALLO to upload their submission
  - Please contact TALLO for technical assistance 855-765-7836 <https://tallo.com/hosa/>

**Recheck all  
events for  
additional  
upload  
requirements  
before SLC**

Public Health	<ul style="list-style-type: none"> <li>• Upload a YouTube link to TALLO of the team’s short presentation <u>ONLY ONE MEMBER HAS TO UPLOAD TO TALLO</u> <ul style="list-style-type: none"> <li>○ No more than <b>4 MINUTES</b></li> <li>○ Follow round one direction in guidelines</li> </ul> </li> </ul>
* Research Poster	<ul style="list-style-type: none"> <li>• Upload a .pdf of the research poster template (the file you would send out to have professionally printed) to TALLO</li> </ul>
Health Career Photography	<ul style="list-style-type: none"> <li>• Upload a .pdf of <b>TWO</b> pictures to TALLO (3 will be required for SLC) &amp; the written description (use guideline instructions for the description) plus permission forms for each of the submitted pictures to TALLO <b>as a single document</b></li> <li>• Official portfolio is NOT needed for SQE.</li> <li>• <b>PLEASE NOTE: FINALISTS WILL HAVE TO REVISE THIS SUBMISSION ON TALLO BEFORE SLC</b></li> </ul>
* Job Seeking Skills	<ul style="list-style-type: none"> <li>• Create a digital profile on Tallo</li> <li>• Submit a <b>personal statement &amp; resume</b> in files section of profile</li> <li>• Submit Link to digital profile on Tallo opportunity</li> </ul>
* Prepared Speaking	<ul style="list-style-type: none"> <li>• Upload a <b>2-minute</b> YouTube link to TALLO. The video should be a shortened version of the complete Prepared Speaking presentation, highlighting the main points. It should give the judges a good idea of what to expect if the student moves forward to SLC. It should allow them to score the content, organization, and delivery as described on the score sheet.</li> </ul>
Health Career Display	<ul style="list-style-type: none"> <li>• Upload a pdf copy of the reference page &amp; 1-3 photos of the display as a single document- <u>ONLY ONE MEMBER HAS TO UPLOAD</u></li> <li>• Upload a YouTube link to TALLO videoing the display- <u>SAME ONE MEMBER HAS TO UPLOAD</u> <ul style="list-style-type: none"> <li>• Include measuring the display in the video (height/width/depth)</li> <li>• Do NOT include verbal presentation or explanations</li> <li>• Video should be no more than <b>2 MINUTES</b></li> <li>• The video should clearly show <b>everything</b> that is scored on the Round 1 rubric</li> <li>• Any item not clearly seen in the video will be given a score of zero (0).</li> </ul> </li> </ul>
* Health Education	<ul style="list-style-type: none"> <li>• For SQE Only-Upload a YouTube link of the team describing their presentation to TALLO- <u>ONLY ONE MEMBER UPLOADS</u> <ul style="list-style-type: none"> <li>○ Cover all presentation content required in the guideline rubric</li> <li>○ No more than <b>5 MINUTES</b></li> </ul> </li> <li>• Upload a pdf of the <b>Title Page &amp; Lesson Plan Narrative</b> portion of the portfolio to TALLO- <u>ONLY ONE MEMBER UPLOADS</u></li> <li>• <b>PLEASE NOTE: FINALISTS WILL HAVE TO REVISE THIS SUBMISSION ON TALLO BEFORE SLC</b></li> </ul>
* Public Service Announcement	<ul style="list-style-type: none"> <li>• Upload the PSA video YouTube link to TALLO- <u>ONLY ONE MEMBER UPLOADS</u></li> <li>• Upload a pdf copy of the reference page &amp; copyright form as a single document- <u>ONLY ONE MEMBER UPLOADS</u></li> <li>• <b>PLEASE NOTE: FINALISTS WILL HAVE TO REVISE THIS SUBMISSION ON TALLO BEFORE SLC</b></li> </ul>
Medical Innovation	<ul style="list-style-type: none"> <li>• For SQE only- Upload a You Tube Link of a video no more than <b>2 MINUTES</b> demonstrating display measurements (WIDTH &amp; DEPTH) &amp; reference page only for rubric scoring purposes- <u>ONLY ONE MEMBER UPLOADS</u></li> <li>• Upload one PDF file with reference page &amp; 1-3 photos as a single document- <u>ONLY ONE MEMBER UPLOADS</u> <ul style="list-style-type: none"> <li>○ Video/photos uploaded must allow for best judging ability using the Round 1 guideline rubric</li> </ul> </li> </ul>
TESTING EVENTS	<ul style="list-style-type: none"> <li>• ALL Testing events will be completed using the National HOSA on-line testing system Proctor required/no resources allowed</li> </ul>

*\*Asterisked events do not have first round instructions in the guidelines and have been modified by Alabama HOSA to accommodate a Qualifying Event.*

### Qualifying Numbers per Event

Alabama only events	N/A (judged/awarded at SLC only)	
Competitive Event	Number of top scorers invited to SLC	Notes
BJSA	N/A (SLC event only, no limit)	70 hrs by Jan 10 required for SLC award
Behavioral Health	20	
Biomedical Debate	10 teams	
Biomedical Lab Science	20	
CERT Skills	10 teams	
CPR/First Aid	50 teams	
Creative Problem Solving	10 teams	
Cultural Diversities & Disparities	20	
Dental Science	20	
EMT	20 teams	
Epidemiology	20	
Forensic Science	20 teams	
Health Career Display	40 teams	
Health Career Photography	40	
Healthcare Issues Exam	50 (ONLY tested during SQE)	# changes per year based on prior ILC registration
Health Education	10 teams	
Healthy Lifestyle	20	
HOSA Bowl	20 teams	
HOSA Happenings	N/A (SLC event only, no limit)	
HOSA Service Project	N/A (SLC event only, no limit)	70 hrs/dollars by Jan. 10 for SLC award
Human Growth & Development	20	
Interviewing Skills	N/A (SLC event only, no limit)	
Job Seeking Skills	20	
Medical Assisting	20	
Medical Innovation	10 teams	
Medical Law & Ethics	20	
Medical Math	40	
Medical Reading	20	
Medical Spelling	20	
Medical Terminology	100	
Nursing Assisting	100	
Nutrition	20	
Outstanding HOSA Member	N/A (SLC event only, no limit)	
Outstanding State Leader	N/A (SLC event only, no limit)	
Pathophysiology	20	
Personal Care	N/A (SLC event only, no limit)	
Pharmacy Science	20	
Physical Therapy	30	
Prepared Speaking	20	
Public Health	10 teams	
PSA	10 teams	

Research Poster	20	
Sports Medicine	40	
State Officer Test	<b>10 STATE OFFICER CANDIDATES</b>	Application due by Nov 16 <sup>th</sup> to test in the Dec 1 <sup>st</sup> -7 <sup>th</sup> window
Veterinary Science	40	



**ATTENTION:**

- 1.** The *State Officer Exam* will ONLY be offered during the testing SQE window of Dec 1<sup>st</sup>-7<sup>th</sup>, 2021. Candidates should complete officer applications and submit by Nov 16<sup>th</sup>. Advisors should register state officer candidates during the SQE registration process. This test will NOT be offered again at the State Leadership Conference (SLC). The exam will be used to obtain the top 10 most qualified candidates for office.
- 2.** The top scorers for Healthcare Issues Exam will be posted on the [www.alabamahosa.org](http://www.alabamahosa.org) website and are invited to SLC where they will be recognized during the Recognition Session on Friday.
- 3.** There will be NO SQE testing for special needs and recognition events(except Healthcare Issues Exam) – ALL entries attend SLC for the following events:

Outstanding HOSA Member/Leader	HOSA Spotlights (1 representative)	HOSA Happenings (1 representative)	Banner Parade (2-3 representatives)
Interviewing Skills	Personal Care	Barbara James Service (all w/ 70+ hours approved by Jan. 10)	HOSA Service Project (1 representative for each chapter w/ 70+ hours/dollars approved by Jan. 10)

- 4.** Testing times outside of the posted testing window will NOT be allowed. Please schedule testing early in the window to allow for unexpected challenges.
- 5.** For team events, if a student is sick on the test date the entire team must agree to test the next day or the absent member must forfeit. Time will not be allowed outside of the testing window.
  - a.** You MAY substitute another competitor into the missing slot of a team event, provided you do not substitute more than 75% of a team. This member replaces the other member in the event.
  - b.** You MAY NOT substitute competitors in individual events
- 6.** Test sessions will be timed in accordance with HOSA guidelines. Timing begins when the test items are presented.
  - a.** As a general rule, it is 1 hour for 50 question tests and 1.5 hours for 100 question tests
  - b.** Refer to guidelines for event specific times
- 7.** Please review the use of scroll bars with competitors PRIOR TO TESTING. Remind them not to close the testing window (do NOT click the "X"). **Closing the testing window terminates the test WITHOUT scoring and DISQUALIFIES the competitor.**
- 8.** Once a student logs into a test, the test must be completed in that sitting. There will NOT be an opportunity to save data and complete the test later.
- 9.** If the proctor has difficulty submitting a test, do NOT close the test. Call Alabama HOSA at 334-694-4766
- 10. MIDDLE SCHOOL EVENTS and POST-SECONDARY/COLLEGIATE (PS/C) EVENTS:**
  - a.** Top six will be posted on [www.alabamahosa.org](http://www.alabamahosa.org)
  - b.** Top three will be invited to compete at International Leadership Conference
  - c.** Middle School and PS/C competitors do NOT attend State Leadership Conference
  - d.** Middle School competitors and advisors- please reference the Middle School version of the SQE digital submission requirements

# MIDDLE SCHOOL (MS)

## SQE digital submission requirements for the non-testing events:

**READ CAREFULLY!**

**SQE MS Finalists  
will need to  
resubmit to ILC  
Wufoo links  
before May 15<sup>th</sup>  
in certain events**

ALL NON-TESTING event submissions should be uploaded to a Wufoo link

- Wufoo Links for each event are on the 2<sup>nd</sup> page of this document
- Names of files uploaded must read the way the guidelines specify!
- Middle School competitors should NOT create a TALLO profile.
- Please note that SQE finalists will have to submit to different Wufoo links for ILC judging!!

Public Health	<ul style="list-style-type: none"> <li>• Upload a YouTube link to the designated Wufoo link of the team's short presentation <u>ONLY ONE MEMBER HAS TO UPLOAD</u> <ul style="list-style-type: none"> <li>○ No more than <b>4 MINUTES</b></li> <li>○ Follow round one direction in guidelines</li> </ul> </li> </ul>
* Extemporaneous Health Poster	<ul style="list-style-type: none"> <li>• For SQE only- Upload a .jpg of the poster created to the designated Wufoo link <ul style="list-style-type: none"> <li>○ Complete on letter sized copy paper</li> <li>○ Proctor will provide 60 minutes after providing the topic</li> <li>○ Topic is provided to proctor prior to testing week</li> </ul> </li> </ul>
* Prepared Speaking	<ul style="list-style-type: none"> <li>• For SQE only- Upload a <b>2-minute</b> YouTube link to the designated Wufoo link. The video should be a shortened version of the complete Prepared Speaking presentation, highlighting the main points. It should give the judges a good idea of what to expect if the student moves forward to ILC. It should allow them to score the content, organization, and delivery as described on the score sheet.</li> </ul>
Health Career Display	<ul style="list-style-type: none"> <li>• Upload a pdf copy of the reference page &amp; 1-3 photos of the display as a single document to the designated Wufoo link- <u>ONLY ONE MEMBER HAS TO UPLOAD</u></li> <li>• For SQE only-Upload a YouTube link to the Wufoo link videoing the display- <u>SAME ONE MEMBER HAS TO UPLOAD</u> <ul style="list-style-type: none"> <li>• Include measuring the display in the video (height/width/depth)</li> <li>• Do NOT include verbal presentation or explanations</li> <li>• Video should be no more than <b>2 MINUTES</b></li> <li>• The video should clearly show <b>everything</b> that is scored on the rubric sections A-C</li> <li>• Any item not clearly seen in the video will be given a score of zero (0).</li> <li>• <b>PLEASE NOTE: FINALISTS WILL HAVE TO REVISE THIS SUBMISSION BEFORE ILC</b></li> </ul> </li> </ul>
* Health Education	<ul style="list-style-type: none"> <li>• For SQE Only-Upload a YouTube link of the team describing their presentation to the designated Wufoo link <u>ONLY ONE MEMBER UPLOADS</u> <ul style="list-style-type: none"> <li>• Cover all presentation content required in the guideline rubric</li> <li>• No more than <b>5 MINUTES</b></li> </ul> </li> <li>• Upload a pdf of the <b>Title Page &amp; Lesson Plan Narrative</b> portion of the portfolio to the Wufoo link- <u>ONLY ONE MEMBER UPLOADS</u> <ul style="list-style-type: none"> <li>• <b>PLEASE NOTE: FINALISTS WILL HAVE TO REVISE THIS SUBMISSION BEFORE ILC</b></li> </ul> </li> </ul>
* Exploring Medical Innovation	<ul style="list-style-type: none"> <li>• Upload reference page &amp; 1-3 photos of the display to the designated Wufoo link as a single pdf file</li> <li>• For SQE Only- Upload a YouTube link to the designated Wufoo link- <u>ONLY ONE MEMBER SHOULD UPLOAD</u> <ul style="list-style-type: none"> <li>○ <b>2-minute</b> maximum video showcasing the innovation</li> <li>○ Include measuring (WIDTH &amp; DEPTH) of the exhibit within the video</li> <li>○ Exhibit/video should give a general idea of the medical innovation. Sections A &amp; C portions of the rubric will be used to judge</li> <li>○ Must include reference page in video</li> <li>○ Do NOT include verbal presentations or explanations</li> <li>○ <b>PLEASE NOTE: FINALISTS WILL HAVE TO REVISE THIS SUBMISSION BEFORE ILC</b></li> </ul> </li> </ul>
TESTING EVENTS	<ul style="list-style-type: none"> <li>• ALL Testing events will be completed using the National HOSA on-line testing system</li> <li>• Proctor required/no resources allowed</li> </ul>

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(Revised 9/26/21)

The top SIX will be posted for all Middle School Events

[www.alabamahosa.org](http://www.alabamahosa.org)

Advisors with competitors qualifying to compete at International Leadership Conference will be notified by email

## WUFOO LINKS PER EVENT FOR AL HOSA SQE MIDDLE SCHOOL DIVISION:

[Exploring Medical Innovation Wufoo Link](#)

[Extemporaneous Health Poster Wufoo Link](#)

[Health Career Display Wufoo Link](#)

[Health Education Wufoo Link](#)

[Prepared Speaking Wufoo Link](#)

[Public Health Wufoo Link](#)