

Quick Reference Guide

STARTING OR REACTIVATING A CAL-HOSA CHAPTER

This quick reference guide is for advisors' use only. Starting or reactivating a Cal-HOSA chartered chapter must be done by advisors, NOT the students. Membership information is outlined under Article III - Membership of the [Cal-HOSA Bylaws](#).

1

To start or reactivate a Cal-HOSA chartered chapter, your school must meet the following criteria:

- a CTE Pathway for [Health Science & Medical Technology](#)
- an advisor who is a CTE-credentialed instructor teaching in one of the courses in the HSMT Pathway
- five or more students who are enrolled in the HSMT Pathway
- have a local chapter bylaws ready for submission to California HOSA

2

Check if there is an existing HOSA account with your school's ASB. If there is none, you will have to inquire about how to open an account at your school.

3

Check with your school administrator that you are approved to serve as the chapter advisor and will be supported to perform your duties and responsibilities.

4

Complete the [Cal-HOSA Affiliation Survey](#). Expect a response from Cal-HOSA within a week or two to know whether or not your application is approved. If approved, you know the next steps to follow. If denied, you will know the reason and the corrective steps as necessary.

5

Once approved, begin affiliating your chapter on the [HOSA website](#). You will need a login and a password. You will be required the following information before you complete your affiliation:

- Chapter Information
- Member Information
- Demographics
- Review of Fees

Note that the minimum number of students you must affiliate is five. You can add more students before the January 31, 6 pm deadline. Unfortunately, you will not be able to delete entries that have been submitted. Therefore, triple check your affiliation information before submitting.

6

Your affiliation invoice will be sent to you via email. You may also access the invoice from your HOSA account (found on the upper left of the panel).

7

Process your affiliation payment promptly with the check made payable to HOSA - Future Health Professionals. The address where the check will be mailed is found on the header of the invoice.

8

Check the [Cal-HOSA website](#) and download the **Important Dates Calendar** for your reference.



Email headquarters.calhosa@gmail.com
for questions or concerns.