**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. ([dstringer@alsde.edu](mailto:dstringer@alsde.edu) or 334-353-1424)

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 over the search bar, scroll down to **Local Chapter Advisors**. Click on **Local Chapter Advisor Services**. Enter your **Chapter’s Password** and **National Charter Number** in the area called **Local Chapter Advisors**. These are case-sensitive.

After successfully logging in, you should reach the main menu. To access instructions for online affiliation, click on the first link 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. 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 May 2018, Alabama State and National Dues are $16.00, 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 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 **Advisors** tab - Click **on Advisor Resources** – 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 **Resources** tab – click **Documents** – 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:**

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