**Revised 9/13/2019**

**2019 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, with the exception of 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.

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| **ACTIVITY** | **DEADLINES AND FEES** | **NOTES** |
| SQE Registration opens | September 13 | [www.hosa.org](http://www.hosa.org), login as an advisor, and register affiliated HOSA members through the conference system. |
| Proctor Agreement Forms AND Advisor Agreement Forms Due  [**https://www.alabamahosa.org/resources/**](https://www.alabamahosa.org/resources/)  Under “conferences” and “SQE” | November 15 | * Proctor Agreements must be completed through the online form. Anyone that might proctor your students needs to complete an Agreement. Proctors will receive an email near the testing window with detailed instructions. * Advisor Agreements must be completed through the online form for EACH advisor associated with your school’s Health Science/PLTW Biomed Program. |
| On-line Proctor Identification | November 15 | Last day to identify proctors online. Everyone that MIGHT proctor your students needs to be submitted online at [www.hosa.org](http://www.hosa.org) and login. |
| SQE Registration Deadline: | November 15th by 11:00 pm | LAST day to register members for SQE events. **Late registrations will not be accepted.** |
| SQE Registration fees | $10.00 dollars per competitor | SQE Registration fee includes:   * **ONE competitive event per member** * PLUS the *Healthcare Issues Exam*, if desired * PLUS the state office exam if running for office * A digital participation certificate * A digital certificate of excellence for state qualifiers |
| SQE Registration payment | **PAYMENT MUST BE MADE OUT TO ALABAMA HOSA AND POSTMARKED BY NOVEMBER 22** | Mail to **BUSINESS OFFICE W/ INVOICE**:  Alabama HOSA Business Office  PO Box 1440 Owasso, OK 74055  [alabama@ctsofinance.org](mailto:alabama@ctsofinance.org) |
| SQE Testing/Submission window | December 1 – 7 | On-line testing system will ONLY be open to your proctor during this time. |
| SQE Results | By December 15th | Qualifying competitors will be posted on the [www.AlabamaHOSA.org](http://www.AlabamaHOSA.org) website. |
| SLC Registration Deadline | January 8 | **Late registrations will not be accepted** |
| SLC Payment Postmark Deadline | January 15th | Mail to **BUSINESS OFFICE W/ INVOICE: PO Box 1440 Owasso, OK 74055** |

**SQE PREPARATIONS CHECKLIST**

* Affiliate members
* Set chapter deadlines for registration (**State deadline is November 15**)
* Collect student payment before your registration deadline ($10.00/competitor)
* **Payment**, including INVOICE, should be **postmarked by November 22** (Send to Alabama HOSA Business Office)
* Secure a testing site that will accommodate the number of students testing each day during the testing window
* **Make sure your school computers can access the testing site**: <http://www.hosa.org/hosaconf>
  + (link will only be active during the testing window)
* Secure a proctor that is **NOT associated with HOSA or Health Science** (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.
* **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**](https://www.alabamahosa.org/resources) **Conferences and SQE, by the deadline of November 15**
* **Submit information to “Identify Proctors for Online Testing”** by the deadline of November 15 (you will need their email addresses)
  + <http://apps.hosa.org/hosaconf/login.jsp>, login as local advisor, click “Online Testing Proctors”
  + Without this step, your competitors will NOT be allowed to test
* 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
    - Link to registration tutorial that includes instructions for designating team members: <https://www.youtube.com/watch?v=jGkxjizqRjY&feature=youtu.be>
  + 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 22
  + Alabama HOSA Business Office

PO Box 1440

Owasso, OK 74055

* 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)
* 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
* **Assure that all proctors have received email login instructions and a proctor script on November 28**
  + Without this documentation in hand, they will not be able to log your student into the competition
* Provide proctors with blank copy paper and BASIC calculators (not cell phones) for Medical Math competitors and blank copy paper for Extemporaneous Poster competitors.
* Assure that all students in competitive events requiring digital submissions have uploaded the required submissions to TALLO prior to the close of the SQE window.
  + Digital submission requirements for non-testing events are listed later in this packet
  + Check [www.alabamahosa.org](http://www.alabamahosa.org) for SQE results. Qualifying numbers for each event are listed below.
* Use the link on the [www.alabamahosa.org](http://www.alabamahosa.org) website to print a certificate of participation for each competitor, and a certificate of excellence for each qualifier

**Digital submission requirements for the non-testing events:**

**ALL NON-TESTING event submissions should be uploaded to TALLO**

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

* **Students must create an account in order to upload to the system:** <http://www.hosa.org/tallo>
* **Students do NOT have to complete all portions of TALLO in order to upload their submission**
* **Please contact TALLO for technical assistance if needed** 
  + **TALLO HQ 855-765-7836** <https://www.tallo.com/contact/>

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| Public Health | * Upload a YouTube link to TALLO-EACH MEMBER UPLOADS   + No more than 4 MINUTES   + Follow round one directions in guidelines |
| * Extemporaneous Health Poster | * Upload a .jpg of the poster created to TALLO   + Complete on letter sized copy paper   + Proctor will provide 60 minutes after providing the topic   + Topic is provided to proctor prior to testing week |
| Health Career Photography | * Upload a .jpg of **TWO** pictures to TALLO (3 will be required for SLC) * Upload a .pdf of the written description (use guideline instructions for the description) and permission forms for each of the submitted pictures to TALLO * Official portfolio is NOT needed for SQE. |
| * Job Seeking Skills | * Upload a pdf of resume and cover letter to TALLO |
| * Prepared Speaking | * Upload a 2 minute 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. |
| Health Career Display | * Upload a pdf copy of the reference page * Upload a YouTube link to TALLO videoing the display- EACH MEMBER UPLOADS   + Include measuring the display in the video (height/width/depth)   + Do NOT include verbal presentation or explanations   + Video should be no more than 2 MINUTES   + The video should clearly show **everything** that is scored on the Round 1 rubric   + Any item not clearly seen in the video will be given a score of zero (0). |
| * Health Education | * Upload a YouTube link of the team describing their presentation to TALLO- EACH MEMBER UPLOADS   + Cover the presentation content required in the guidelines   + No more than 6 MINUTES * Upload a pdf of the **Lesson Plan Narrative** portion of the portfolio to TALLO- EACH MEMBER UPLOADS |
| Public Service Announcement | * Upload the PSA video YouTube link to TALLO- EACH MEMBER UPLOADS * Upload a pdf copy of the reference page- EACH MEMBER UPLOADS |
| * Medical Innovation | * Upload a You Tube Link of a 60 second video demonstrating display measurements & reference page only for rubric scoring purposes- EACH MEMBER UPLOADS * Upload an additional YouTube link to TALLO under the correct event section- EACH MEMBER UPLOADS   + Maximum of 60 second video showcasing the innovation and inventor(s)   + Should explain how the innovation works and show it in action using the replica/prototype created   + Must include competitors’ names, HOSA chapter/division, ages, hometown, and name of innovation   + No music, graphics, special effects, or text needed   + Video must explain how the innovation works and show it in action using the replica created. You can view a sample video here: <https://www.youtube.com/watch?v=oNhIQHHdwoQ&feature=youtu.be> |
| \*MRC Partnership | * Upload a .jpg of the HOSA/MRC Partnership Verification Form & Logistics Document: Section B (1-4) of guidelines-EACH MEMBER UPLOADS * Upload a 2-3 minute you tube video link describing the partnership activities as per section C of the grading rubric titled “HOSA/MRC Partnership Overall Content”. Section D “Presentation/Delivery” will also be judged-EACH MEMBER UPLOADS |

***\*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**

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| Alabama only events | N/A (judged/awarded at SLC only) |  |
| **Competitive Event** | **Number of top scores invited to SLC** | **Notes** |
| BJSA | N/A (SLC event only, no limit) | 70 hrs by Jan 8 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 |  |
| Extemporaneous Health Poster | 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 |  |
| 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. 8 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 |  |
| Medical Law & Ethics | 20 |  |
| Medical Math | 40 |  |
| Medical Reading | 20 |  |
| Medical Spelling | 20 |  |
| Medical Terminology | 100 |  |
| MRC Partnership | 10 teams |  |
| 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 |  |
| Sports Medicine | 40 |  |
| State Officer Test | **10 STATE OFFICER CANDIDATES** | Top 10 scorers advance to SLC as officer candidates |
| Veterinary Science | 40 |  |

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**ATTENTION:**

1. ***State Officer Exam* will ONLY be offered during the State Qualifying Event. This test will NOT be offered again at 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** – **ALL entries attend SLC for the following events:**

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| **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. 8)** | **HOSA Service Project**  **(1 representative for each chapter w/ 70+ hours/dollars approved by Jan. 8)** |

1. **Testing times outside of the posted testing window will NOT be allowed. *Please schedule testing early in the window to allow for unexpected challenges.***
2. **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.**
   1. **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.**
   2. **You MAY NOT substitute competitors in individual events**
3. **Test sessions will be timed in accordance with HOSA guidelines. Timing begins when the test items are presented.** 
   1. **As a general rule it is 1 hour for 50 question tests and 1.5 hours for 100 question tests**
   2. **Refer to guidelines for event specific times**
4. **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.**
5. **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.**
6. **If the proctor has difficulty submitting a test, do NOT close the test. Call Alabama HOSA at 334-694-4766**
7. **MIDDLE SCHOOL EVENTS and POST-SECONDARY/COLLEGIATE (PS/C) EVENTS:** 
   1. **Top six will be posted on** [**www.alabamahosa.org**](http://www.alabamahosa.org)
   2. **Top three will be invited to compete at International Leadership Conference**
   3. **Middle School and PS/C competitors do NOT attend State Leadership Conference**