



AzHOSA STATE and NATIONAL MEMBER RECOGNITION PROGRAM

In this program, you will have the opportunity to move through four levels of leadership development:

BRONZE – ASSOCIATE
SILVER - COORDINATOR
GOLD - SPECIALIST
PLATIMUN - PROFESSIONAL

To be part of the AzHOSA State recognition program, your first step is to be a member of your local chapter, with your state association, and with the national association. It is your responsibility to complete each task assigned and have your chapter advisor evaluate and document the project. After completing Bronze, Silver and Gold Levels, your recognition will be awarded at the state level. After completing Platinum Level, you will be recognized by your state association at the AzHOSA Spring Conference, your name will appear in the SLC Program Guide and you will be recognized at the National Leadership Conference. Even though you may not be able to attend the Spring Leadership Conference, your name, level and school will appear in the program book.

Once you have completed the Platinum Level, you will have earned the designation of "Professional" You now know the full meaning and responsibility of being a H-O-S-A leader. In your developmental process, you moved from "ASSOCIATE" to "COORDINATOR" to "SPECIALIST" to "PROFESSIONAL" Through this process, you were expected to apply your knowledge and get involved in your student-led organization. Knowledge without application is soon forgotten. HOSA is not a "club," rather it is an organization that provides opportunity for you to achieve your career goals in the health profession.

You have truly earned the right to be a member of HOSA. Others will know that you took full advantage of the opportunities available through involvement in HOSA. More importantly, you will know!

Thank you for your commitment to yourself, to others, to your community, to the health profession, and to this nation! **Best wishes** in your future endeavors! For additional information on the process of the AzHOSA State Recognition Program, please contact your state advisor.

HOSA RECOGNITION PROGRAM

Bronze Level -- ASSOCIATE

Career Goal: To develop the skills, abilities, and attitudes necessary to pursue a career in the health care industry.

Awards: A Bronze Level - Associate will be recognized for satisfactorily completing the skills and tasks you have developed in each of the four areas listed below. When you have completed an activity, ask your HOSA advisor to initial it in the space to the right of the skills/tasks completed.

LEADERSHIP DEVELOPMENT

EVALUATOR'S INITIALS

1. Join HOSA _____
2. Attend two (2) HOSA Chapter meetings
List dates and identify the presiding officer.

Date	Presiding Officer	
a.	_____	_____
b.	_____	_____
c.	_____	_____
3. Participate in two (2) chapter activities.
Identify the activities: _____
 - a. _____
 - b. _____
4. Serve on a chapter committee.
Identify the committee: _____
5. Recite the HOSA Motto and explain its meaning. _____
6. Recite the HOSA Creed. _____
7. Identify the HOSA colors and explain the significance of each. _____
8. Describe the HOSA emblem and explain the meaning of each part. _____

CAREER DEVELOPMENT

Prepare a notebook that explores two (2) health careers to which you might aspire upon the completion of your program of study. The notebook should follow the established outline: _____

1. Cover page -- including your name, school name, program of study, teacher's name and a listing of the three (3) careers you are exploring (in order).
2. A cover letter and personal resume, following the format taught by your instructor.
3. Create a Career Pathway for each of the careers you chose. _____

A section for each of the two careers (occupations) you have selected to explore to include the name of the occupation; the requirements for entry level employment; benefits of the career; a career ladder leading from the entry level job to the transition jobs; to the career goal you wish to achieve; the requirements for your goal position; expected salary range for both entry level and other jobs along your ladder; professional organizations that you may join in this career (solicit information from the organizations.)

6. A summary statement of your findings and any decisions you have reached based upon this research.

You may wish to contact people currently working in the careers of your choice, interview them and report the findings in your notebook.

COMMUNITY SERVICE

1. Participate in a community service activity. Identify the activity: _____

PERSONAL DEVELOPMENT

1. Identify five (5) personal traits/skills you need to be successful in your chosen career. _____
2. Identify five (5) work habits you need to be successful in your chosen career. _____

Evaluator's Name _____ School _____

Comments: _____

HOSA RECOGNITION PROGRAM

Silver Level –Coordinator Prerequisite – Completion of the Bronze Level

Career Goal: To develop the skills, abilities, and attitudes necessary to pursue a career in the health care industry.

Awards: A Silver Level – Coordinator will be recognized for satisfactorily completing the skills and tasks you have developed in each of the four areas listed below. When you have completed an activity, ask your HOSA advisor to initial it in the space to the right of the skills/tasks completed.

LEADERSHIP DEVELOPMENT

EVALUATOR'S INITIALS

- 1. Encourage other students to join HOSA _____
- 2. Attend and participate in four (4) HOSA chapter meetings and identify the presiding officer. _____

	Date	Presiding Officer
a.	_____	_____
b.	_____	_____
c.	_____	_____
- 3. Help organize a chapter fundraising activity. Identify the activity: _____

- 4. Review the list of HOSA competitive events and select at least one (1) that has an online test and take the online test. Identify the event: _____

- 5. Serve on a chapter committee. Identify the committee: _____
- 6. Know and recite the five (5) types of motions as described in Robert's Rules of Order, Newly Revised. _____

7. State a motion correctly. The motion is: _____

CAREER DEVELOPMENT

1. Prepare a written report on the following topic:
(your HOSA advisor will provide an appropriate
topic for each student.) _____
2. Identify five (5) tools/utensils/equipment used
in your profession and describe the use of each. _____
3. * Demonstrate proficiency in: _____

COMMUNITY SERVICE

1. Identify at least three (3) health care issues
facing your community and write a paragraph
on the critical nature of each. List the issues. _____
- a. _____
- b. _____
- c. _____
2. Lead a class discussion on one of the community
issues you identified. _____
3. Prepare a poster or bulletin board that illustrates
the magnitude of a community health issue. _____
4. Read an article in a magazine that discusses a
national health issue. _____
5. Write a review of the article read in #4 above
and present it to your chapter. _____
6. Attend the AzHOSA Fall Leadership Conference _____
7. Explain the benefits of attending the AzHOSA Fall
Leadership Conference to your chapter members. _____
- * Your HOSA advisor will determine the competencies
that you will need to demonstrate based upon the
curricular material being presented at the time you
reach this point.

PERSONAL DEVELOPMENT

1. Read about or interview three (3) successful people in the health care industry. Identify the personal traits/skills they believe are crucial to success in the health care profession. _____

NAME

- a. _____
b. _____
c. _____

2. Write a 200-word essay entitled, "*The Importance of Personal Integrity in the Health Care Delivery System.*" _____

- or-

Give a 3-5 minute talk to a group outside of school. (Use Prepared Speaking guidelines in the National HOSA Handbook.) _____

Evaluator's Name _____ **School** _____

Comments:

HOSA RECOGNITION PROGRAM

Gold Level – SPECIALIST

Prerequisite – Completion of the Bronze and Silver Levels

Career Goal: To develop the skills, abilities, and attitudes necessary to pursue a career in the health care industry.

Awards: A Gold Level - Specialist will be recognized for satisfactorily completing the skills and tasks you have developed in each of the four areas listed below. When you have completed an activity, ask your HOSA advisor to initial it in the space to the right of the skills/tasks completed.

LEADERSHIP DEVELOPMENT	EVALUATOR'S INITIALS
1. Serve as a chairman of a chapter committee. Identify the committee: _____	_____
2. Prepare an agenda for a committee or chapter meeting. Identify the meeting and date: _____	_____
3. Prepare minutes for a committee or chapter meeting. Identify the date and meeting: _____	_____
4. Prepare a budget for a chapter project.	_____
5. Identify and explain the action you would take if committee members were to be disinterested and unwilling to attend meetings.	_____
6. Prepare a press release for a chapter activity.	_____
7. Explain the benefits of attending the AzHOSA State Leadership Conference to your chapter members.	_____
8. Explain to your chapter members the benefits of entering a competitive event. Identify the event: _____	_____

CAREER DEVELOPMENT

- 1. Complete a job application. _____
- 2. Participate in a mock or actual job interview. _____
- 3. Visit a health care facility and prepare a written or an oral report on your findings. _____
Identify the facility:

- 4. * Demonstrate proficiencies in: _____

COMMUNITY SERVICE

(choose one)

Participate in a community-wide project like Juvenile Diabetes Research Foundation®. Give a talk in class about the reasons why people should get involved in the event you selected. _____

- or -

Write an essay of not less than 500 words that describes one voluntary experience that you have had. In addition, the essay should include what you did, why it was a valuable experience and how others can get involved in the same program.

- or -

Select a volunteer organization (other than one you are dealing with) that would provide promotional materials or a speaker from the organization to make a presentation. _____

- * Your HOSA advisor will determine the competencies that you will need to demonstrate based upon the curricular material being presented at the time you reach this point.

PERSONAL DEVELOPMENT

(choose one)

Organize a skit to present in class that emphasizes the importance of one or more of the following qualities: _____

Dependability, punctuality, productivity, pride
in work, ethical behavior.

- or -

Demonstrate your ability to organize and present
information about a topic in an extemporaneous manner.
(Use Extemporaneous Speaking guidelines in the
National HOSA Handbook.)

- or -

Write a 200-word essay regarding the importance of
maintaining good health and proper appearance for effective
job performance.

Evaluator's Name _____ **School** _____

Comments:

HOSA RECOGNITION PROGRAM

Platinum Level – Professional Prerequisite – Bronze, Silver and Gold Levels

Career Goal: To develop the skills, abilities, and attitudes necessary to pursue a career in the health care industry.

Awards: A Platinum Level – Professional, will be recognized for satisfactorily completing the skills and tasks you have developed in each of the ten areas listed below. When you have completed an activity, ask your HOSA advisor to initial it in the space to the right of the skills/tasks completed. This area when submitted will qualify the member for the National HOSA Recognition Award. The member will have their name published in the NLC Program and receive a pin and certificate. The member does not need to be present to be recognized.

HOSA National Recognition Program PORTFOLIO CRITERIA

CRITERIA	DESCRIPTION	PAGES	Initials
1. Letter of introduction	<p>This is a letter in narrative format that introduces the HOSA member to the evaluators.</p> <ul style="list-style-type: none"> • It is addressed to the evaluation committee. • It is free of spelling and grammatical errors. • It describes the HOSA member’s career goal and other relevant information. • The letter is dated and includes a signature line with the member’s full name and signature. 	1	
2. Resume	<p>This is a one page professional resume to include educational and work experience, honors, awards and other activities.</p>	1	

3. Project	<p>The HOSA member should plan and carry out a health care knowledge/skills application project that may connect to HOSA (such as a community awareness project) or other activity that requires problem solving and hands-on application.</p> <ul style="list-style-type: none"> • A senior project may be used if it directly relates to health care. • A classroom project may also be used if it meets the criteria. • The HOSA member should clearly and completely describe the project (why, what, where, when and how) and may include pages of evidence. • If this project is done with other students, that fact must be clearly explained, and the member must clearly describe his/her personal role with the project. 	1-4	
4. Writing Sample	<p>The ability to write effectively will be important to you in college and in a career.</p> <ul style="list-style-type: none"> • Answer the questions in the attachment following the instructions given. • Answers must be handwritten in ink. • The writing sample must be neatly written and free of spelling and grammatical errors. 	3	
5. Work-Based Learning	<p>Summary of 8+ hours of a work-based learning experience or supervised practical experience: Job shadowing, career exploration, internship, volunteering.</p> <ul style="list-style-type: none"> • This work-based learning experience can be a part of a health science class or done on the competitor's own time. • The exact hours, dates, person(s) shadowed, and description of experience must be included. 	1	

6. Oral Presentation (Speech)	<p>Must be a HOSA or health-related speech for school faculty, civic or community organization, local health care group, school classroom (any grade) or as part of a HOSA competitive event above the chapter level.</p> <ul style="list-style-type: none"> • Include the script of the speech • Include a short description of who, where, what and when the speech took place. • The speech must have been written by the HOSA member • This should be an independent speech and not done as part of a group or as part of any other activity claimed in this recognition program application. 	1-4	
7. Service Learning (Community Service)	<p>Summary of service learning (community service) project or activity.</p> <ul style="list-style-type: none"> • Must show dates, hours, location, and learning outcomes. • The summary should describe what the HOSA member did, and how the member's efforts benefited the community at large. • May not be a part of any other activity claimed in this recognition program application. 	1	
8. Credentials	<p>School transcript or recent report card, and copies of certificates or documentation that shows completion of training in health-related competencies – Examples include and are not limited to:</p> <ul style="list-style-type: none"> • CPR certification, First Aid certificate, CNA, EMT, successful completion of the two Foundation Standards assessments, etc. • Note: Some transcripts include extra, descriptive pages that may not need to be included with the portfolio. Be sure to take the transcript out of the envelope and include it in the portfolio. 	1-5	

9. Technology	<p>Evidence of the use of technology beyond the basic skill level.</p> <ul style="list-style-type: none"> • Examples might be of something you created such as a web site, electronic newsletter, PowerPoint presentation, etc., OR other evidence of advanced technology skills (certificate, etc.). • Be sure to include a description of what the technology is, how and when it was used, and how it demonstrates your knowledge of the use of technology. 	1-4	
10. Leadership Experience (Officer, chairman, etc.)	<p>List AND describe your principal leadership activities in the approximate order of their interest to you.</p> <ul style="list-style-type: none"> • These should include your leadership roles (officer, chairman, group leader, etc.) in the arts, athletics, and organized school or community activities. 	1	

**HOSA National Recognition Program
WRITING SAMPLE**

Instructions: All questions/statements must be answered in the space provided in ink in the competitor's own handwriting. These short essays should include specific details and should reflect who you are. These pages will be included in the portfolio.

1. Discuss your reasons for wishing to pursue a health care career.

2. What have you already done to begin to accomplish the goals you described in the first question?

3. What lesson have you learned from your experiences in preparing for a health care career that will help you become successful in the future?

4. Describe a character in fiction, an historical figure, a hero, or a creative work that has had an influence on you and explain that influence.

5. Discuss some issue of personal, local or national concern and its importance to you.

6. Evaluate a significant experience, achievement, or risk you have taken and its impact on you.

Evaluator's Name _____ **School** _____

Comments: