Creative Problem Solving

Arizona HOSA Event Guideline Supplement

Team Event: 2–6 competitors

ONLINE QUALIFYING TEST REQUIRED — NO DIGITAL UPLOAD

This supplement is written exclusively for Arizona HOSA events.
Use this checklist with the official event guidelines.

Conference	Event Offered	Required Upload Deadline	Details at a Glance
Regional Leadership Conference (RLC)	NO	N/A	**Pathway:** Take the online qualifying test at your school to earn a place at SLC.
Online Test	YES	None required	**Round 1:** Take the online test during Arizona's published testing window. Top performers qualify for SLC.
State Leadership Conference (SLC)	YES	None required	**Round 2:** Solve a secret problem: 15-minute preparation, then a 10-minute presentation. **Advancement:** Top 3 qualifying teams advance to ILC.
International Leadership Conference (ILC / nationals)	YES	None required	**Round 1:** Written test. **Round 2:** Top team averages advance to problem preparation and presentation. Follow official ILC procedures.

Required Documents and Materials

☐ Every member: Photo ID and two nonmechanical #2 pencils with erasers for testing and Round 2.

☐ Bring markers to prepare your solution materials. Bring BLANK index cards if your team wants notes.

HOSA provides 2 blank flip-chart sheets per team and may provide problem-specific resources. Do not bring prepared notes or study materials.

Dress code: Wear official HOSA uniform or proper business attire. Every member must be properly dressed for the team to earn dress bonus points. See Appendix D.

Complete the online qualifying test

☐ Have your advisor register every team member and an approved proctor. Arrange testing within Arizona's published online testing window.

☐ Each member takes the school-based test individually: 50 multiple-choice questions in 60 minutes. Teammates test at the same time with NO communication.

☐ The team's average test score determines qualification for SLC. Only registered proctors receive test access.

☐ Your advisor receives qualification results. If your team qualifies, register for SLC; otherwise, choose another available event with your advisor.

Missed the test? Complete the required online qualifier to be eligible for an SLC appointment.

Proctor: Must not be a current HOSA advisor for any chapter; must register and submit the signed confidentiality agreement before receiving test access.

Check in at state

☐ Check in with the Event Manager at the event room. Every team member shows photo ID. Follow staff directions for your preparation and presentation appointment.

☐ Keep the secret problem confidential until the event has ended. Teams receive the same problem; do not share it with other competitors.

Prepare your solution in 15 minutes

☐ Use only HOSA-provided problem resources and 2 flip-chart sheets, your markers, and your blank index cards for notes.

☐ Analyze the problem and develop a creative, realistic solution. Use the supplied information and explain how your plan can be carried out within available resources.

☐ Plan every member's speaking role. Prepare any flip-chart visuals and notecards during this preparation period.

Staff announces when 5 minutes and 1 minute remain. At 15 minutes, gather permitted materials and follow staff to the presentation room.

Present your solution in 10 minutes

☐ Take ONLY the notecards and flip-chart sheets prepared during your preparation time into the presentation. Leave markers, extra paper and all other materials outside.

☐ Explain the problem, your solution, how it uses the given information and why it is financially realistic. Make your reasoning easy for judges to follow.

☐ Every member must take an active role in the presentation. Speak clearly and share the work.

☐ Watch for the 1-minute timecard. Staff stops the presentation at 10 minutes.

☐ Leave when dismissed, complete the event survey and leave the competition area.

Practice with the official rubric. SLC and ILC may use different secret problems.

Scoring and advancement

Final ranking: Add the team's average Round 1 test score to the presentation score. The higher average test score breaks a tie. At SLC, the online qualifier serves as Round 1.

Arizona advancement: Earn at least 70% after penalties. The top 5 eligible teams are recognized; the top 3 advance to ILC. Fourth and fifth place may serve as substitutes.

Divisions are ranked separately. Scores do not carry from SLC to ILC; all members take a new Round 1 test at ILC.

Official guidelines and scoring rubric

HOSA event guidelines — select Creative Problem Solving under Teamwork Events. Study the test plan, listed references, sample problem and presentation rubric.