Clinical Specialty

Arizona HOSA Event Guideline Supplement

Individual Event: 1 competitor

DIRECT TO STATE — UPLOAD REQUIRED FOR STATE AND NATIONALS

Use the upload link emailed after your advisor registers you.

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

Conference	Event Offered	Required Upload Deadline	Details at a Glance
Regional Leadership Conference (RLC)	NO	N/A	**Pathway:** Register directly for SLC through your advisor. No regional competition is required.
Online Test	NO	N/A	**Pathway:** No online qualifying test. Compete at SLC to qualify for ILC.
State Leadership Conference (SLC)	YES	Close of registration	**Round 1:** Career portfolio is pre-judged. **Round 2:** Present your career and skill video in 5 minutes. Portfolio and presentation scores are combined. **Advancement:** Top 3 qualifying competitors advance to ILC.
International Leadership Conference (ILC / nationals)	YES	Published HOSA ILC upload deadline	**Upload:** Submit again for ILC pre-judging; no upload means no presentation appointment. **Round 2:** All competitors who submitted materials for pre-judging give a 5-minute presentation with skill video.

Required Digital Upload Checklist

☐ Upload your career portfolio as ONE combined PDF by the close of SLC registration. Upload it again for ILC by the published HOSA deadline.

☐ Include every required portfolio section and use the official formatting: Arial 12, double spacing, 1-inch margins, and required headers and page numbers.

Portfolio limit: 11 pages plus references. Follow each section's page limit in the official guidelines.

☐ Title page; career summary; education, credentials, professional associations and career data; interview summary; work-based learning form; learning outcomes; skill checklist; references.

☐ Document at least 8 hours of job shadowing using the current official work-based learning form completed by the professional. Use the applicable in-person or virtual form.

☐ Create a skill checklist with at least 10 steps using a verifiable text source. Choose a skill allowed under the official Skill Selection Requirements.

The skill video is NOT uploaded for pre-judging. Bring it on your device to show during the presentation.

Missing SLC upload: The portfolio earns zero points, but you still receive an appointment. Missing ILC upload: You will not receive a presentation appointment.

Required Documents and Materials

☐ Photo ID, two nonmechanical #2 pencils, and a charged battery-powered device with your recorded skill video preloaded and ready to play.

☐ Optional paper or electronic notecards. Electronic notes must be on a separate device from the one showing your video.

Arizona HOSA provides no additional equipment, internet, electricity or audiovisual support. Save your video offline and test playback before arriving.

Dress code: Wear official HOSA uniform or proper business attire. Proper dress earns bonus points; see Appendix D.

What to do at state

☐ Arrive at the event room at the START of the posted event time frame. Check in with the Event Manager and show photo ID.

☐ Receive your appointment time and stay at the event room in case the event runs early. Staff will escort you into the room.

☐ Present your chosen career and show all or part of your skill video within 5 minutes TOTAL. A 1-minute warning is given; staff stops you at 5 minutes.

☐ Show ONLY the skill video to judges. Do not show your portfolio, notes or other materials. Your video must show you safely performing or simulating the skill.

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

Forgot supplies? You may still compete at SLC. Do your best with the presentation; missing required components affects your score.

What to include in your presentation

☐ Explain the career's duties, training and job opportunities; why you chose it; how it matches your strengths and preferences; and its place in healthcare.

☐ Show and explain your skill performance. Keep your career, portfolio, selected skill and presentation focused on the same health profession.

Practice with the video included in your five-minute limit. Choose clips that clearly show your skill; do not depend on internet access.

Scoring and advancement

SLC scoring: Add the pre-judged portfolio and presentation scores, then subtract penalties. A final score of at least 70% is required to advance.

SLC to ILC: The top 5 competitors meeting the minimum are recognized; the top 3 advance. Fourth and fifth place may serve as substitutes.

Divisions are ranked separately. SLC scores do not carry over to ILC. Upload your portfolio again using the new link after ILC registration.

Official guidelines and scoring rubrics

HOSA event guidelines — select Clinical Specialty under Health Professions Events for portfolio limits, forms, eligible skills and rubrics.