Healthcare Administration

Arizona HOSA Event Guideline Supplement

Individual Event: 1 competitor

DIRECT TO STATE — NO QUALIFYING TEST OR 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:** Register directly for SLC through your advisor. Regional qualification is not required.
Online Test	NO	N/A	**Pathway:** No online qualifying test. Take the event test in person at SLC.
State Leadership Conference (SLC)	YES	None required	**Competition:** Complete the written test at SLC. **Advancement:** Top 3 qualifying competitors advance to ILC.
International Leadership Conference (ILC / nationals)	YES	None required	**Competition:** Qualified competitors take the test at ILC. Follow the official HOSA guidelines.

Required Documents and Materials

☐ Bring photo ID and two nonmechanical #2 pencils with erasers. Extra pencils are allowed.

Dress code: Wear official HOSA uniform or proper business attire. See Appendix D.

At SLC, Arizona HOSA provides the test booklet, answer document, a clock for time monitoring and a standard nongraphing calculator.

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 your photo ID.

☐ Receive your test and assigned seat. Staff records your official start time on the test booklet and answer sheet. Begin when seated and instructed.

☐ Complete the test within 60 minutes. Monitor your own time using the provided clock. Follow the official directions for the essay tiebreaker.

☐ When finished, return BOTH the test booklet and answer document to staff. You may leave before the 60 minutes end. Complete the event survey and leave the area.

Rolling start: Competitors begin and finish at different times; a quiet room is not guaranteed. If you arrive a few minutes late, check in with staff; testing begins once you are seated.

How to advance to nationals

SLC scoring: Earn a final score of at least 70% after penalties. This is a written-test event; there is no upload or presentation score to add.

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

Official guidelines and test plan

HOSA event guidelines — select Healthcare Administration under Health Science Events. Use the current test plan and listed references to study. The official test has 50 multiple-choice questions plus an essay tiebreaker.