



Thank you for your interest in developing a HOSA chapter at your school campus.

The purpose of a Career Student Organization (CTSO) is to enhance the opportunity for students to develop leadership and the necessary skills, abilities, and attitudes to succeed in the world of work. Cal-HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and college students enrolled in Health Occupations Education programs.

HOSA is **NOT A CLUB** rather an intra-curricular component of your Health Science and Medical Technology (HSMT) and/or Public Services (PS) Pathway curriculum in Career Technical Education (CTE). HSMT pathways include Biotechnology, Patient Care, Health Care Administrative Services, Health Care Operational Support Services, Public and Community Health and Mental and Behavioral Health. PS pathways include Emergency Response.

2025-26 Cal-HOSA AFFILIATION OPENS AUGUST 1, 2025, and CLOSES January 31, 2026

There are **THREE** parts to the affiliation process:



***Affiliation can take up to 10 business days to process.
You must be affiliated before you sign up for any activities.***

***Please plan accordingly!
There are NO extensions to activity and competitive event deadlines!***

Cal-HOSA Affiliation SURVEY **1**

1. Local chapter affiliation in Cal-HOSA requires each chapter advisor, **NEW or ONGOING**, to complete the online Affiliation Survey located on Cal-HOSA website: www.cal-hosa.org.

**STUDENTS ARE NOT ALLOWED TO COMPLETE THE AFFILIATION PROCESS,
IT MUST BE COMPLETED BY AN ADULT ADVISOR.**

2. Complete **ALL** sections of the online survey, then click the **SUBMIT** button to request that your school be added to the Cal-HOSA Affiliation request list for approval. If the **SUBMIT** tab is not selected, your survey will NOT be processed into the system for approval.
3. Please read the requirements that are necessary to affiliate a chapter in California:
 - a. **Middle School Chapters**
 - i. Because CTE credentials are not required currently to teach a middle school CTE course, Cal-HOSA requires that a middle school program be a direct feeder program to their high school that has a HSMT or PS pathway **AND**
 - ii. Provide CTE HSMT or PS activities for those students
 - iii. At least five (5) currently enrolled students in the middle school program
 - iv. School administration and district support of the chapter
 - b. **Secondary School Chapters**
 - i. Currently running at the school site:
 1. Career Technical Education (CTE) Health Science pathway, **OR**
 2. Health Science and Medical Technology (HSMT) or Public Service (PS) CTE two-course sequence and/or academy and reported to CDE on the Cal Pads data system annually.
 - ii. **A single CTE course does not qualify a student eligible for Cal-HOSA membership.**
 - iii. Lead Advisor **MUST** have HSMT and/or PS CTE Credential **AND** be the Teacher of the CTE course(s) in the HSMT and/or PS pathways or sequence of courses
 - iv. Co-Advisors are not required at this time to have an HSMT and/or PS credentials, however, it is highly recommended that co-advisors work towards a HSMT and/or PS credential.
 - v. At least five (5) currently enrolled students in the HSMT and/or PS pathway.
 - vi. School administration and district support of the chapter
 - c. **Collegiate/Post-Secondary Chapters**
 - i. Because CTE credentials are not required at the collegiate/post-secondary level, Cal-HOSA requires a Health Science current faculty member be the designated Advisor.
 - ii. At least five (5) currently enrolled students majoring in Health Science.
 - d. **Private Secondary School Chapters**
 - i. Because CTE credentials and designated pathways are not required at the private secondary school level, Cal-HOSA requires the following:
 1. Advisors demonstrate through education and experience their qualifications in HSMT and/or PS fields.
 2. CTE content in a sequence of courses aligned with the California Department of Education CTE Model Curriculum Standards for HSMT and/or PS.
 3. Courses provide students with the instruction necessary to develop the skill and knowledge levels required for employment and post-secondary education or training.
 4. Leadership skills are embedded within the course(s).
 - ii. At least five (5) students are currently enrolled in HSMT and/or PS program.

4. New and Returning Chapters will be sent an email **to their designated site administrator, CTE coordinator, and Lead Advisor** indicating that the Cal-HOSA Affiliation Survey has been approved, denied or needs more information before moving onto the next phase of the affiliation process.

Cal-HOSA Headquarters PROCESS

2

1. Upon approval of the Cal-HOSA Affiliation Survey, Headquarters will review your account for any overdue balances and/or account discrepancies, etc.
2. **ALLOW 3 DAYS** from the Cal-HOSA Affiliation Survey approval for the Cal-HOSA Headquarters process. You will NOT receive another email indicating that the Cal-HOSA Headquarters Process is complete.
3. If you are a returning chapter with a new advisor:
 - a. Do not complete a separate affiliation survey for the new advisor, affiliations are by school chapter
 - b. If you do not know your chapter number and/or password, please contact Headquarters

HOSA Affiliation

3

1. After the 3 days of the Cal-HOSA Headquarters process
 - a. Use the Chapter Management System (CMS) located on HOSA.org to register Advisor(s) and Students for activities and competitive events.
 - i. **Returning Chapters** will continue to use their assigned chapter number and password for CMS.
 - ii. **New Chapters** will be sent a separate email from HOSA.org with their chapter number and password specific to the new chapter for CMS.
2. When affiliating students, do not use school emails, use personal emails. Too many firewall issues when HOSA is sending emails to school emails.
3. Use proper Upper/Lower case for names when affiliating members. (Joe Smith not JOE SMITH)
4. Use name you want on nametags – Nicknames don't go in () (Wrong – Joseph (Joe) Smith – Correct – Joe Smith)

As you are waiting for your confirmed Cal-HOSA Affiliation Survey email, please check out both the Cal-HOSA (www.cal-hosa.org) and HOSA (www.HOSA.org) websites for student and advisor trainings, technical assistance, webinars, documents, curriculum and videos to assist you in the 2025-26 school year.

Please reach out to our Cal-HOSA headquarters office at headquarters.calhosa@gmail.com if you have any questions.

Welcome to Cal-HOSA! We look forward to working with you this year!