

California HOSA

International Executive Council (IEC) Candidate Guide & Application

2026-2027 Term

Welcome and Introduction

Congratulations!

Your decision to pursue candidacy for the **HOSA–Future Health Professionals International Executive Council (IEC)** represents an exceptional level of leadership, service, and dedication. IEC members serve as the global voice of HOSA, representing over 260,000 members across the world. As a Cal-HOSA IEC Candidate, you are not only representing yourself, but also the integrity, excellence, and leadership that define California HOSA.

This **Cal-HOSA International Executive Council Candidate Guide & Application** outlines the qualifications, procedures, and expectations for students who wish to seek national office with HOSA–Future Health Professionals.

Being a Cal-HOSA IEC Candidate is both an honor and a responsibility. It showcases the best of what Cal-HOSA stands for—leadership, professionalism, and service—on the national stage.

Cal-HOSA may **recommend up to four (4) total candidates** to National HOSA:

- Two (2) Secondary Division candidates
- Two (2) Postsecondary/Collegiate Division candidates

There is **no requirement or obligation** for Cal-HOSA to send an IEC candidate in any given year. Only those applicants who meet the highest standards of leadership, preparation, and professionalism will be recommended.

All recommendations will be made by the Cal-HOSA Leadership Team based on application strength, interviews, testing, and overall readiness for national office.

We wish you the best of luck as you embark on this extraordinary journey toward national leadership.

Sincerely,

Cal-HOSA Leadership Team

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About HOSA and Cal-HOSA's Role in National Leadership

HOSA–Future Health Professionals is an international organization dedicated to developing the next generation of healthcare leaders. Members from the secondary, postsecondary, collegiate, and alumni divisions participate in leadership training, community service, and professional development across more than 50 chartered associations worldwide.

Cal-HOSA, recognized by the **California Department of Education** as a Career Technical Student Organization (CTSO), is proud to recommend outstanding members to serve on the **HOSA International Executive Council (IEC)**.

Serving as a member of the IEC requires a deep understanding of HOSA's mission, strategic goals, and international initiatives. The process is highly competitive, and each candidate must demonstrate professionalism, maturity, and the ability to represent all HOSA members globally.

Preparing to Apply

Before beginning the application process, each potential candidate should take an honest look at their time, resources, support system, capabilities, attitude, and level of commitment to determine whether they are ready to prepare and carry out an effective campaign and serve successfully as an officer.

Before completing the IEC Candidate application, please take time to:

- Review this entire guide to understand the responsibilities and requirements of IEC Candidates.
- Meet with your Chapter Advisor, parents, school administrators, chapter members, employers, and other key supporters to discuss your interest in running for office and secure their support.
- Confirm that your Chapter Advisor is willing and able to support your term. You and your advisor will work closely as a team to fulfill your officer duties, and all officers are expected to attend all required meetings, events, and activities.
- Study National HOSA's and Cal-HOSA's mission, history, bylaws, publications, programs, and activities to strengthen your understanding of the organization.

After reviewing and considering these points, candidates may proceed to complete the IEC Candidate Application and begin preparing for the candidate interview.

IEC Candidate Qualifications

All candidates must meet the following:

- Be a member of a chapter approved for California affiliation by the California Department of Education.
- Be an active member in good standing in a Cal-HOSA chapter at their school.

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- Be enrolled in a HSMT or Public Services CTE pathway during their term.
- Have a CTE-credentialed teacher as the Chapter Advisor who supports the candidacy.
- Have held or currently hold an elected or appointed local chapter position.
- Have not served more than two terms as an IEC Candidate.
- Hold a minimum 2.5 GPA or show documented academic improvement and maintain reliability.
- Be recommended by the local Chapter Advisor and endorsed by the chapter.
- Commit to fulfilling all duties and time requirements of the position.
- Hold junior classification or higher in high school (Secondary Division) or be enrolled full-time in an accredited college/university or technical school (Postsecondary/Collegiate Division).

Cal-HOSA Recommendation Procedures for IEC Office

There will be **three rounds** to the IEC Candidate election process. Please read all the information carefully.

Round 1: Application

Complete the online IEC Candidate Application by **December 15, 2025**, at **5:00 p.m.** The application will include:

- General and basic applicant information
- Two essay questions (each response no more than 750 words)
- A mock IEC Candidate project

*Essay prompts and mock IEC Candidate project instructions can be found on pages 20-21.

Applicants will be notified by email on January 5, 2026, if they have advanced to Round 2. The only reason an applicant will not move forward is failure to follow the application submission instructions.

Round 2: IEC Candidate Exams

Take the State Officer **AND** Organizational Leadership Exam during the SLC online testing window: **February 23-27, 2026.**

To advance to Round 3, applicants must earn a collective score of 75% or higher across the following:

- State Officer Exam
- Organizational Leadership Exam
- Two essay questions
- Mock IEC Candidate project

*Cal-HOSA State Officer Exam and Organizational Leadership Study Guide can be found on pages 21-22.

Applicants will be notified by email on March 2, 2026, regarding whether they have advanced to Round 3.

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Round 3: Campaign and Interview

- Record and upload a 2–4-minute campaign speech to be posted on Cal-HOSA’s official YouTube channel (Due March 9, 2026).
- Campaign speeches may not be posted on personal or other social media accounts.
- No live speeches will occur during the SLC.
- Participate in a Question-and-Answer Caucus during the SLC, open to all members. This session allows members to ask candidates questions in a fishbowl-style format.
- Complete an interview during the SLC, conducted by a panel evaluating leadership experience, communication skills, and knowledge of Cal-HOSA.

The following will be judged and scored in this round:

- Campaign video speech
- Question-and-Answer Caucus performance
- Panel interview

Final Selection and Installation

- The Cal-HOSA Leadership Team will select up to four candidates (two secondary and two postsecondary/collegiate) for official recommendation to National HOSA.
- Recommended candidates will be announced during the SLC Grand Awards Session.
- Recommended candidates and their advisors must attend the State Officer Orientation following SLC.

Schedule of Events for IEC Candidates

All IEC candidates must complete and attend the following events during the State Leadership Conference (SLC):

- Opening Ceremony
- State Officer Candidate Orientation
- State Officer Candidate Interviews
- Meet-and-Greet Candidate Session
- Presidents’ Breakfast
- SLC Business Meeting
- Recognition Awards Session
- Grand Awards Session
- Newly Elected State Officer Orientation

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Commitment and Expectations

Serving as a Cal-HOSA IEC Candidate requires dedication, professionalism, and full participation. Officers are expected to attend all meetings, training, and conferences unless excused for an emergency or unsafe travel conditions. Failure to fulfill duties, maintain academic reliability, or uphold professional conduct may result in probation or removal from office as determined by Cal-HOSA Headquarters, the Program Manager, and the State Advisor.

If recommended, candidates agree to:

- Attend and actively participate in all meetings, training, and conferences.
- Perform the duties of their office to the best of their ability.
- Maintain a GPA of 2.5 or higher and provide proof of full-time enrollment if postsecondary.

IEC Candidate Code of Conduct

This code applies throughout the officer's entire term, beginning when leaving home for any HOSA event and ending upon return.

Prohibited Conduct

- **Alcohol, Drugs, or Tobacco/Vaping:** Possession, use, or distribution of any substance or related paraphernalia.
- **Willful Companionship:** Being with someone violating the code or failing to report violations.
- **Personal Misconduct:** Dishonesty, harassment, theft, vandalism, or illegal behavior.
- **Private Transportation:** Officers may not drive or ride in private vehicles during conferences unless approved via the official permission form.
- **Abusive or Lewd Behavior:** Bullying, hazing, or inappropriate conduct of any kind is strictly forbidden.
- **Conference Conduct:** Officers must wear identification, attend all assigned sessions, and follow all HOSA and school policies.
- **Curfew:** Officers must remain in their assigned rooms during curfew and avoid unnecessary disturbances.
- **Dress Code:** Officers must adhere to official HOSA dress standards.
- **Hotel Conduct:** Officers must treat hotel staff and property with respect. Damages or unpaid charges will be the responsibility of the individual or their chapter.

Consequences for Violations

- Immediate dismissal from the event and being sent home at personal expense.
- Notification of parents, school administration, and potential law enforcement involvement.
- Ineligibility for future HOSA events during the officer's term.

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Chapter Advisor Discussion for IEC Candidate Meeting

Before applying, the Chapter Advisor must meet with the candidate and their parent/guardian to review the expectations and time commitment of the position. Discussion topics should include:

- The significant time commitment required and potential scheduling conflicts.
- The importance of professionalism, responsibility, and consistent participation.
- How other commitments (sports, work, or clubs) may affect officer duties.
- Preparation for the officer exam, interview, and speech.
- Reviewing the IEC Candidate Guide and ensuring all forms are completed.
- Establishing communication and time management plans, including at least 30 minutes per day for HOSA responsibilities.

Chapter Advisor Agreement

By signing the required forms, the Chapter Advisor agrees to:

- Conduct the candidate meeting and review all discussion points.
- Recommend only qualified, prepared candidates.
- Support attendance at all Cal-HOSA activities.
- Verify academic standing and GPA.
- Provide chaperone coverage as required by school policy.

Parent(s)/Guardian(s) Agreement

- Authorize inclusion of the candidate's cell phone number on their official business card, unless a written exception is submitted to Cal-HOSA Headquarters.
- Grant permission for HOSA, the California Department of Education, and affiliated sponsors to use the candidate's name, image, and likeness (photos, videos, or audio) for official purposes.
- Permit and support participation in all HOSA activities, meetings, and conferences.
- Encourage the candidate to fully engage in leadership opportunities.
- Understand that failure to fulfill responsibilities or maintain conduct standards may result in probation or removal from office as determined by the HOSA Leadership Team.

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Application Instructions

Candidates for State Office must submit **all required documents** listed below to be considered eligible. A candidate's application is not complete until **all forms are fully signed and submitted online by every required party** (candidate, advisor, and parent/guardian).

All application materials must be submitted **no later than December 15, 2025, by 5:00 PM.**

Candidate Application Packet Documents

Location	Document
cal-hosa.org	Cal-HOSA IEC Candidate Application
Page(s) 8	Cal-HOSA Media Release Consent Form*
Page(s) 9-10	Cal-HOSA IEC Candidate Agreement*
Page(s) 11-14	Cal-HOSA IEC Candidate Code of Conduct*
Page(s) 15-17	Chapter Advisor Discussion for IEC Candidate Meeting*
Page(s) 18-19	Parent(s)/Guardian(s) Agreement*
Page(s) 20-21	Mock IEC Officer Project Overview
Page(s) 21-22	Cal-HOSA State Officer and Organizational Leadership Exam Study Guide
Page(s) 22	Judge Evaluation Criteria
You Provide	School Administration Statement of Support (on official school letterhead)
You Provide	Current Transcript (with GPA and HSMT and/or PS Pathway courses clearly circled in red)
You Provide	Professional Headshot (high-quality, professional-style photo)

Important Notes

- Forms marked with an asterisk (*) must be **downloaded, signed, and uploaded back** into the application portal.
- Incomplete or late applications will not be accepted.

Application Deadline

All materials must be submitted online by **December 15, 2025, at 5:00 PM**

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Cal-HOSA Media Release Consent Form

I, _____, hereby agree and consent to allow Cal-HOSA, Inc to use the name and school to reproduce, edit, alter, or publish photographs, audio, and video recordings of my child, children, or myself and their/my work products (“my/child’s information”) without payment or any other consideration. I understand that Cal-HOSA owns a copyright and all other media distribution rights for any publication in which my/child’s information appears and may exclusively use this in any manner, in whole or in part, including print, broadcast, digital media, or online. I understand that publications containing my/child’s information will become property of Cal-HOSA and will not be returned. Furthermore, I, on behalf of myself, my child or children, and any person acting on our behalf, hereby consent and agree to release any and all claims or causes of action against Cal-HOSA and any of its associates, employees, or agents associated with the release of my/child’s information that is in the possession or control of Cal-HOSA and is used or released as part of the normal course of business.

Student Name (Please Print): _____

Parent(s)/Guardian(s) Name(s) (Please Print): _____

Signature of Parent(s)/Guardian(s): _____

Date: _____

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Cal-HOSA IEC Candidate Agreement

Becoming a Cal-HOSA IEC Candidate requires a strong commitment from all parties involved: the candidate, chapter advisor, parent(s)/guardian(s), and Cal-HOSA Headquarters. Each party must understand their role and responsibility in this leadership experience. A candidate will only be eligible for office once all required forms are signed and submitted.

The IEC Candidate must understand that, if elected, **attendance at all IEC Candidate meetings and activities is mandatory**. Failure to attend any required meeting or event may result in removal from office, except in cases of emergencies or unsafe travel conditions.

The candidate must also understand that they may be placed on **probation or removed from office** if they fail to fulfill IEC Candidate responsibilities or assignments, fail to participate in required activities, or conduct themselves in a manner that negatively reflects on Cal-HOSA. All disciplinary actions will be determined by the Cal-HOSA State Advisor, Program Manager, Headquarters, and IEC Candidate Coach.

If elected, the candidate agrees to:

- 1. Attendance and Participation**

Attend and fully participate in all assigned meetings, including but not limited to IEC Candidate meetings, trainings, and conferences.

“I fully understand the responsibilities and obligations of the IEC Candidate position that I seek, and if elected, will carry them out to the very best of my ability. I further understand that if I fail to fulfill my responsibilities and obligations as an IEC Candidate, or violate the Cal-HOSA Student Code of Conduct, I may be placed on probation or removed from office.”
- 2. Performance of Duties**

Perform all assigned officer duties and responsibilities to the best of my ability and serve as a positive role model for all Cal-HOSA members.
- 3. Academic Standards**

Maintain a **minimum GPA of 2.5 or higher** (based on a 4.0 scale) throughout my term of office. Postsecondary candidates must show proof of full-time college or technical school enrollment during their entire term.
- 4. Academic Reliability**

Maintain strong academic standing and consistent attendance during my term of office.

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5. Participation in Activities

Actively participate in all scheduled Cal-HOSA activities, including but not limited to:

- **Cal-HOSA Orientation Meeting at SLC** (mandatory)
- **Cal-HOSA Fall Leadership Conference (FLC)** (mandatory)
- **All IEC Candidate Trainings** (mandatory)
- **International Leadership Conference (ILC)** (optional)
- **HOSA Washington Leadership Academy (WLA)** (optional)
- **Educating for Careers Conference** (optional)
- **Statewide conferences and events by invitation** (optional)

I agree to abide by the Cal-HOSA IEC Candidate Agreement while representing Cal-HOSA. I understand that failure to follow this agreement may result in the withdrawal of my candidacy or my resignation from office.

IEC Candidate

Print IEC Candidate's First and Last Name: _____

IEC Candidate Signature: _____

Date: _____

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Cal-HOSA IEC Candidate Code of Conduct

The following conduct policies apply to all IEC Candidates and remain in effect for the full duration of their term of office. Official conferences and event activities begin when the officer leaves home for the event and end when they return home. Therefore, this Code of Conduct is in effect throughout the officer's entire term of service.

Alcohol, Drugs, and Tobacco/Vaping

A student shall not possess, use, transmit, be under the influence of, or show evidence of having used alcoholic beverages, illegal drugs, or any substances or tobacco/vaping products capable of altering mood, perception, behavior, or judgment. The only exception is the proper use of prescribed medications or over-the-counter pain relievers documented with the advisor.

Students may not possess, sell, or transmit any paraphernalia associated with drugs, alcohol, or chemical substances (including tobacco/vaping) at any time, under any circumstances, on public or private property.

Willful Companionship

Being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (beyond hearsay) of a violation, is prohibited.

Personal Conduct

Cheating, dishonesty, or taking unfair advantage of others is prohibited. Students shall not participate in social activities unrelated to the conference, possess or use weapons, deface or steal public or private property (financial responsibility rests with the offender or their chapter), or engage in any illegal acts or serious violations of conduct.

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Private Transportation

IEC Candidates may not drive or ride in a private automobile during a conference unless accompanied by an authorized advisor. Under special circumstances, a chapter advisor may approve private transportation by submitting a completed “Permission to Use Private Transportation” form prior to the conference. Permission applies only to transportation to and from the conference site. Once on-site, no officer shall use private transportation until the conclusion of the event.

Abusive / Bullying Behavior and Lewd Conduct

Students shall not engage in any lewd, indecent, sexual, or obscene acts or possess related materials. Verbal, emotional, physical, or sexual harassment, hazing, name-calling, or use of slurs based on race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is strictly prohibited.

Conference Conduct

Officers must wear their official conference ID badge and wristband (if provided) at all times. Leaving sessions early (except in emergencies), missing scheduled events or workshops, or failing to attend assigned activities is not permitted.

Officers must abide by all HOSA, school, and district rules and regulations from the time they depart for a Cal-HOSA activity until they return home.

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Curfew

Officers must be in their assigned hotel room from the designated curfew time listed in the conference program until 6:00 a.m. Creating noise or disturbances after hotel quiet hours, ordering food after curfew, or engaging in other inappropriate activities during curfew hours is prohibited.

Dress Code

Officers must comply with the official Cal-HOSA Dress Code Standards during all conferences and official activities.

Personal Responsibilities

Officers must immediately report accidents, injuries, or illnesses to their advisor and keep adult advisors informed of their whereabouts.

Officers may not personally confront judges or event administrators regarding competitive event results and must follow proper grievance procedures.

Officers must not use tobacco or vaping products, have a member of the opposite sex in their room without an adult chaperone and an open door, or be in a room with an advisor or delegate of the opposite sex without a third person present and the door visibly open.

Hotel Conduct

Officers must respect hotel property and staff and maintain professional standards within all housing facilities. Officers must settle any incidental room charges (phone calls, room service, pay-per-view, etc.) before checkout. Throwing objects, rearranging furniture, or violating hotel rules is prohibited.

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Consequences for Violations

If a conduct code violation occurs, regardless of time or location, the violating student(s) will:

- Have their parents contacted and be sent home at their own expense.
- Become ineligible to attend any other state, regional, or national conference for the remainder of their term.
- Have their school notified for potential additional disciplinary action.
- Have law enforcement contacted if the violation warrants it.

Determination of penalties will be at the discretion of the Cal-HOSA State Advisor, Program Manager, IEC Candidate Coaches, and/or Cal-HOSA Headquarters.

I agree to follow the Cal-HOSA IEC Candidate Code of Conduct while representing Cal-HOSA as a member of the State Executive Council. I understand that failure to follow this Code may result in probation, removal from office, or resignation of my position.

IEC Candidate

Print IEC Candidate's First and Last Name: _____

IEC Candidate Signature: _____

Date: _____

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Chapter Advisor Discussion for IEC Candidate Meeting

The Chapter Advisor must schedule a meeting with the IEC Candidate and their parent/guardian to review and discuss the expectations, responsibilities, and commitments required of a Cal-HOSA IEC Candidate. This meeting ensures that all parties understand the level of dedication and time management necessary for success in this leadership role.

Below is a list of key topics for the Chapter Advisor to review during the meeting:

- **Commitment and Priorities**

Have an open and honest conversation with the IEC Candidate to confirm they understand the time commitment required. Make sure they recognize that Cal-HOSA responsibilities, including conferences, officer trainings, and official events, take priority over personal and social activities such as sports or dances.

- **Enrollment**

Verify that the candidate intends to remain enrolled in a California school throughout their term of service (unless applying for HOSA International Office).

- **Responsibility and Effort**

Emphasize that serving as an IEC Candidate is both an honor and a responsibility that requires consistent effort. Officers will devote several hours each week to Cal-HOSA duties and must remain proactive in meeting expectations and deadlines.

- **Time Management**

Discuss how the candidate's other activities (sports, clubs, work, etc.) may affect their availability. Ensure they are ready to make Cal-HOSA a top priority if elected.

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- **Advisor Support and Preparation**

Review the advisor's role in helping the candidate prepare for success, specifically with the IEC Candidate Exam, interview, and speech preparation.

- **Leadership Value**

Reinforce that being a Cal-HOSA IEC Candidate is a meaningful leadership experience that builds professional and academic skills, strengthens college applications, and contributes to the success of the organization.

- **Familiarity with Guidelines**

Review the **IEC Candidate Guide** with the candidate to ensure understanding of all rules, deadlines, and procedures.

- **Form Completion**

Confirm that all IEC Candidate forms and required documentation have been completed accurately.

- **Technology and Communication**

Ensure the candidate has daily access to the internet and email, either at home or school, for official Cal-HOSA communications.

- **Ongoing Communication Plan**

Create a system for regular updates once the student is in office. The officer should keep the advisor informed of ongoing projects, responsibilities, and deadlines.

- **Daily Planning**

Develop a time management plan to help the officer allocate time each day (approximately 30 minutes or more) for Cal-HOSA work and communications.

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Chapter Advisor Agreement

As a Chapter Advisor, I agree to the following:

- Conduct the Cal-HOSA Chapter Advisor Discussion for the IEC Candidate Meeting and review each topic outlined above.
- Recommend only qualified candidates for State Office.
- Ensure the candidate's attendance at all required Cal-HOSA activities.
- Permit the candidate to participate in official Cal-HOSA IEC Candidate business as part of chapter activities.
- Certify that the candidate has earned a **GPA of 2.5 or higher (based on a 4.0 scale)** and will maintain this throughout their term.
- Ensure the school's full support of the student's officer responsibilities.
- Agree to chaperone the student at all required Cal-HOSA activities, as required by local school policy, understanding that **Cal-HOSA does not cover chaperone expenses** mandated by districts.
- Ensure the officer's official HOSA uniform is returned to Cal-HOSA Headquarters in good condition.
Chapters will be charged for any replacement costs due to loss or damage.

By checking this box, you confirm that the candidate is either a current senior in high school or will not be your student for the full duration of their term in office. You acknowledge and agree to fulfill your advisor responsibilities to this student through the remainder of the current school year. Your advisory duties will formally conclude at the end of the International Leadership Conference (ILC).

Printed Name of Chapter Advisor: _____

Signature of Chapter Advisor: _____

Printed Name of IEC Candidate: _____

Date of IEC Candidate Meeting: _____ Date: _____

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Parent(s)/Guardian(s) Agreement

As the parent/guardian of a Cal-HOSA IEC Candidate, I understand the responsibilities, expectations, and time commitment associated with serving as a Cal-HOSA IEC Candidate. I agree to support my child throughout the application process and, if elected, during their full term of office.

By signing this agreement, I acknowledge and consent to the following:

1. Business Card Authorization

I authorize my child's cell phone number to be printed on their official Cal-HOSA business card, unless I request an alternative arrangement in writing to Cal-HOSA Headquarters.

2. Media and Publication Consent

I grant permission to Cal-HOSA, its staff, contractors, the California Department of Education (CDE), and affiliated sponsors/supporters to use my child's name, image, and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions, and on websites for informational and promotional purposes. I understand Cal-HOSA has the right to crop, edit, or otherwise modify such materials at its discretion without additional approval or compensation.

3. Participation Authorization

I permit and support my child's participation in all required Cal-HOSA activities, including IEC Candidate meetings, Fall Leadership Conferences (FLC), State Leadership Conferences (SLC), chapter visits, and other official Cal-HOSA business or events as assigned.

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4. **Leadership Development Support**

I will encourage my child to fully engage in the leadership development opportunities provided through Cal-HOSA and to represent the organization with professionalism and integrity.

5. **Disciplinary Understanding**

I understand that my child may be placed on probation or removed from office if they fail to complete assigned responsibilities, fail to participate in activities, or behave in a manner that reflects negatively on Cal-HOSA. All disciplinary decisions will be determined by the Cal-HOSA State Advisor and Headquarters on a case-by-case basis.

Printed Name of IEC Candidate: _____

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

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Mock IEC Candidate Project Overview

Design a project, initiative, or campaign that a Cal-HOSA IEC Candidate could realistically implement during their term. Your project should benefit Cal-HOSA members, strengthen chapter engagement, or promote leadership and professional development in healthcare.

Your project must include the following components:

1. Project Title and Summary

Provide a creative title and a one-paragraph summary (3–5 sentences) that explains your project’s purpose, goals, and overall vision.

2. Objective and Alignment

State your primary objective and explain how your project supports Cal-HOSA’s mission and aligns with one or more of the following areas:

- Leadership Development
- Community Service
- Professional Skills and Career Readiness
- Chapter Growth and Engagement
- Health Science and Public Service Education

3. Target Audience

Identify who your project serves (for example, chapter officers, middle school members, new advisors, or the entire state membership). Explain why this audience is important and how they will benefit from your project.

4. Project Plan and Timeline

Create a clear, step-by-step outline of how your project would be implemented over time. Include key milestones, deadlines, and events. A simple timeline or calendar format is encouraged.

5. Resources and Budget

Provide a brief estimate of any resources or funds your project would require. Include potential funding sources, materials, and logistical needs. Projects should remain realistic and cost-effective.

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6. Promotion and Communication

Explain how you would promote your project to Cal-HOSA members and ensure participation. Consider digital outreach, chapter communication, social media, or conference presentations.

7. Evaluation and Impact

Describe how you would measure the success of your project. Include 2–3 measurable outcomes (for example, number of chapters reached, member participation rate, or survey results). Explain what long-term impact your project could have on Cal-HOSA or the healthcare community.

*Must be typed and submitted as a single PDF document

Essay Prompts

1. Describe a time you faced a significant challenge that required teamwork to overcome. How did you adapt as a leader, motivate others, and ensure the group remained focused on your shared goal? Reflect on what this experience taught you about resilience, communication, and leadership under pressure.
2. Leaders often face ethical dilemmas and must make decisions that affect many people. Describe a time when you had to make a difficult decision that tested your values. How did you ensure fairness, integrity, and inclusion in your decision-making process, and how would you apply those same principles as a representative of all California HOSA members?

Cal-HOSA State Officer and Organizational Leadership Exam Study Guide

To help you succeed on both the State Officer and Organizational Leadership Exam, we recommend studying the following resources:

- <https://www.cal-hosa.org/bylaws/>
- <https://www.cal-hosa.org/membership-information/>
- <https://hosa.org/what-is-hosa/>
- <https://hosa.org/publications/>
- <https://hosa.org/>
- <https://nap.users.membersuite.com/shop/store/3206a755-00ce-c4b1-d848-ef045aef12b7/detail>
- <https://hosa.org/history/>
- <https://hosa.org/competition/>
- <https://hosa.org/hosa-handbook/>
- <https://hosa.org/wp-content/uploads/2025/12/HOSABYLAWS-FINAL-2025-Edited.pdf>

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- <https://hosa.org/wp-content/uploads/2025/11/HOSA-Inc-Bylaws-FINAL.pdf>
- <https://hosa.org/wp-content/uploads/2024/11/Policies-and-Procedure-2024.pdf>

Judge Evaluation Criteria

Judges will evaluate candidates based on the following:

State Officer Application

- Application is complete and submitted by December 15, 2025, at 5:00 p.m.
- All formatting and submission instructions are followed

Essay Questions

- Clarity and organization of ideas
- Direct connection to the assigned prompts
- Thoughtful reflection of leadership growth and alignment with Cal-HOSA values

Mock State Officer Project

- Creativity, planning, and initiative
- Ability to follow the provided instructions
- Demonstrated potential for a meaningful and service-oriented impact

Campaign Video Speech

- Quality of delivery and overall professionalism
- Strength, clarity, and alignment of message with Cal-HOSA
- Authenticity, enthusiasm, and engagement

Question-and-Answer Caucus

- Confidence, composure, and professionalism
- Clear, concise, and effective communication
- Understanding of Cal-HOSA's purpose and mission

Panel Interview

- Demonstrated leadership experience and potential
- Strong interpersonal and verbal communication skills
- Knowledge of Cal-HOSA programs, values, and State Officer responsibilities