

# ROUND ONE

All the details you need to successfully register your students for Online Testing, Early Submission Events, and Recognition Events. Also included is everything you need to get your proctor(s) registered.

*Online Testing and  
Early Submission  
Events*



# Round One: Online Testing & Early Submission

## Overview

To maximize resources for both Colorado HOSA and local school districts, Colorado HOSA is pleased to again offer online testing for some Competitive Events before the 2015 State Leadership Conference. This is a process Colorado HOSA has implemented with hopes that it:

1. Will motivate students to start preparing early for competitions
2. Keep copying costs down, thus being more “green”
3. Help school districts save money by advancing to State Leadership Conference only those students that qualify
4. Allows students to focus on one part of the competition at a time (i.e. studying for the Round 1 test and, if qualifying, practicing the skills)
5. Opens more hotel space to offer all National Competitive Events

Colorado HOSA State Competitive Events Tests will be delivered via National HOSA’s Online testing system during the assigned testing period. The assigned testing period is a 5 day window: **January 18-22<sup>nd</sup>, 2016**. Please read this packet in its entirety, as it contains many instructions and step-by-step directions.

## Purpose

The purpose of Round One: Online Testing and Early Submission is to commit students to their events, give them exposure to their selected event(s), and determine the qualifying individuals competing at the State Leadership Conference. Questions regarding Round 1 can be found in each competitive event guidelines, listed at the National HOSA website.

## There are Three Types of Round One Events

1. Early Submission Events
2. Online Testing Competitive Events
3. Online Testing Recognition Events

## Early Submission Events

Several of our events require Early Submission this year. Please reference the table below.

Event	Final Due Date	Where do I submit materials?
Barbara James Service Award	February 3, 2015	HOSA Activity Tracking System
HOSA Happenings	February 3, 2015	Postmarked and mailed to Colorado HOSA, 9101 E. Lowry BLVD. Denver, CO 80230
National Service Project	February 3, 2015	HOSA Activity Tracking System
Research Persuasive Speaking	February 3, 2015	Paper emailed to <a href="mailto:coloradohosa@gmail.com">coloradohosa@gmail.com</a>
HOSA Chapter Reflection	February 3, 2015	Postmarked and mailed to Colorado HOSA, 9101 E. Lowry BLVD. Denver, CO 80230
MRC Volunteer Recognition	February 3, 2015	Registered for State Leadership Conference
Public Service Announcement	February 3, 2015	YouTube link sent to <a href="mailto:coloradohosa@gmail.com">coloradohosa@gmail.com</a>
Health Career Display	February 3, 2015	Photo(s) emailed to <a href="mailto:coloradohosa@gmail.com">coloradohosa@gmail.com</a>
Medical Photography	February 3, 2015	Photo(s) emailed to <a href="mailto:coloradohosa@gmail.com">coloradohosa@gmail.com</a>
Outstanding Advisor	March 4, 2015	Nominations submitted to Google Form

## Online Testing Competitive Events

1. Biomedical Debate
2. Biomedical Laboratory Science
3. CERT Skills
4. CPR/First Aid
5. Clinical Nursing
6. Creative Problem Solving
7. Dental Science
8. Dental Terminology
9. EMT
10. Forensic Medicine
11. Healthcare Issues Exam
12. Healthy Lifestyle
13. Home Health Aide
14. HOSA Bowl
15. Knowledge Test: Behavioral Health
16. Knowledge Test: Nutrition
17. Knowledge Test: Human Growth and Development
18. Knowledge Test: Medical Law & Ethics
19. Knowledge Test: Pharmacology
  - a. *It is encouraged that all those competing in Pharmacology also compete in Pharmacy Practice. If student places in top 3 at SLC, their NLC registration fee will be paid for by Skaggs School of Pharmacy.*
20. Knowledge Test: Pathophysiology
21. Knowledge Test: Transcultural Health Care
22. Medical Assisting
23. Medical Math
24. Medical Photography
25. Medical Spelling
26. Medical Terminology
27. Nursing Assistant
28. Parliamentary Procedure
29. Physical Therapy
30. Sports Medicine
31. Veterinary Science

## Online Testing Recognition Events

1. Healthcare Issues Exam
2. Pharmacy Practice Exam
  - a. *It is encouraged that all those competing in Pharmacy Practice also compete in Pharmacology. If student places in top 3 at SLC, their NLC registration fee will be paid for by Skaggs School of Pharmacy.*

## Pre-Online Testing Check List

- Secure a testing site that will accommodate the number of students you will be testing each day of the testing window dates.
- Secure a Non-Health Science/HOSA Testing Proctor. This person will receive the secure password from Colorado HOSA to log your students into the system when they report to test. Suggestions include campus librarian, counselor, administrator, etc. **You (the teacher) may not be in the room.**
- Affiliate all members who wish to compete by December 31, 2015 and pay dues to National HOSA.
  - See Colorado HOSA Affiliation Document
- Determine what competitive events students will be competing in.
  - See Colorado HOSA Competitive Event Characteristics Profile Document
    - Members can take Round 1 test(s) in as many events as they wish, but the following applies at the State Leadership Conference:
      - Student may only compete in ONE competitive event from each category
      - The limit of entries per 25 members will apply
      - Only the top competitors from our Online Testing Competitive Events will advance to Round 2 at the State Leadership Conference
- Determine sufficient funds for students to complete test(s).
  - Each Competitive Event test costs \$2.00
  - Recognition Event submissions are free of cost.
    - Healthcare Issues Exam
    - Pharmacy Practice Exam
  - Early Submission events
- Register each student for the round one online test(s) they wish to take and/or if they will be submitting materials for the early submission events.
- Follow the directions to register (outlined on the following pages) students.
- Follow the directions to register (outlined on the following pages) your proctor.
- Distribute Proctor Agreement form, send completed form to [lauren.wojcik@cccs.edu](mailto:lauren.wojcik@cccs.edu) by 1/11/2016
- Complete the teacher agreement form, send to [lauren.wojcik@cccs.edu](mailto:lauren.wojcik@cccs.edu) by 1/11/2016
- For team events, all students on the team must take the test at the same time
- Pay Colorado HOSA in full (9101 E. Lowry Blvd. Denver, CO 80230), payment postmarked by 01/26/2016, payment not postmarked by this deadline risks the forfeiting of all students registered.
- Online testing results will be released 01/27/2016 via e-mail to HOSA Advisors by 9 AM
- Wish you students luck as they begin the “competition” journey of HOSA!

# Responsibilities

## Chapter Responsibilities

Any chapter wishing to compete in the online testing portion of Colorado HOSA's Competitive Events must be:

1. An affiliated chapter who has paid dues in full to National HOSA.
2. HOSA Advisor/Instructor must read, sign, and abide by that which is outlined in the Online Testing Agreement form.
3. Chapter must assign and register a designated Testing Proctor who is not associated with the Health Science/HOSA chapter. Testing Proctor must read, sign, and abide by that which is outlined in the Confidentiality Agreement form.

## Member Responsibilities

Any student wishing to compete in the online testing portion of Colorado HOSA's Competitive Events must be:

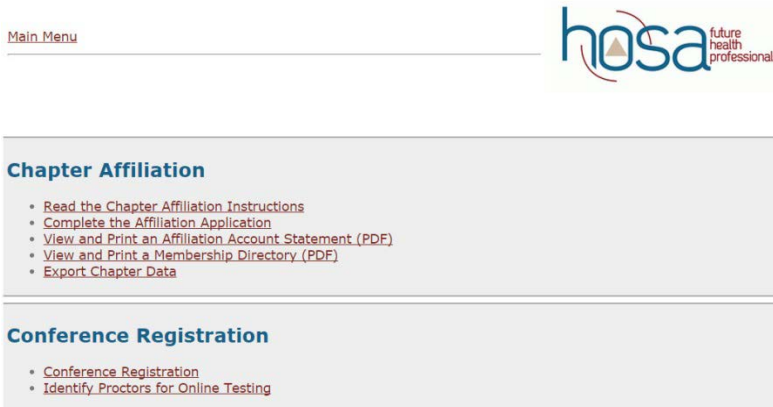
1. An affiliated member who has paid dues in full to National HOSA.
2. Signed and completed the Colorado HOSA Multiple Release Form and Code of Conduct.
3. Available to take their tests during the week of January 18<sup>th</sup> -January 22<sup>nd</sup>. These dates are firm.
4. Be registered for online testing by January 11, 2016.

## Why do we need a Proctor?

The integrity of the tests and, subsequently, the competitions is of utmost importance. This is why Colorado HOSA requires a test proctor that is not affiliated with the Health Science program or HOSA chapter.

## How to Register Students for Round 1: On-line Testing/Early Submission

1. Please log in as if you were affiliating your HOSA students at the Local Chapter Advisors Log In website. This is also the site where proctors and students will login to take their online tests.
2. Select Click to Proceed to Chapter Membership and Conference Registration



3. Select Conference Registration to Register Students

- Read the print in burgundy and select the drop down box. Select 2015 Online Testing and click Begin Registration to register your affiliated students for their online tests.

[Main Menu](#)



## Conference Registration

Select a Conference

By **selecting a conference** and clicking **Begin Registration** above, you will be able to register HOSA members from your chapter (selection). You will also be able to register family members and guests. Please follow the steps listed below to complete your conference registration.

- Once you select a conference and click Begin Registration, you will be presented with the conference registration screen. It has 3 sections:
  - The first section shows members you have registered for the conference.
  - The second section lists family members or guests you have registered for the conference.
  - The third section lists all HOSA members from your chapter that have not been registered for the conference.
- To register a HOSA member for the conference, find the member in the 3rd section and click the **Register** button in that member's row.
- To register guests or family members for the conference, click the **Guest/Family Registration** link above the second section.
- There is no final submit process as in the Chapter Affiliation process. When you complete the registration pages, your State Advisor immediately has access to the registration information.

- Click Register next to student name. Don't see the student's name? Make sure they are affiliated.
- Enter valid contact information (including Email!)

[Main Menu](#)



[Logoff](#)

[Activity Review](#)

### COHOSA Online Testing on 01/19/0001 CO001 - Colorado HOSA

Team #3 for Biomedical Debate has 2 team members. You must have at least 3 team members.

Conference Registration -- Members				Invoice / Registration Report			
Participant ID	Member ID	Name	Delegate Type	Events	Activities	Fee	Actions
484114	1008673	Bell, Tara	SS	<ul style="list-style-type: none"> <li>Healthcare Issues Exam</li> <li>Healthy Lifestyles</li> <li>Dental Terminology</li> <li>Biomedical Laboratory Science</li> <li>Biomedical Debate - Team #3</li> <li>CERT Skills - Team #3</li> </ul>		\$12.00	<a href="#">Delete</a> <a href="#">Edit</a>
484121	1008674	Estrada, Mark	SS	<ul style="list-style-type: none"> <li>Healthcare Issues Exam</li> <li>Biomedical Laboratory Science</li> <li>CERT Skills - Team #3</li> <li>Biomedical Debate - Team #3</li> <li>Healthy Lifestyles</li> <li>Dental Terminology</li> </ul>		\$12.00	<a href="#">Delete</a> <a href="#">Edit</a>

Conference Registration -- Family/Guest/Other

[Register Family/Guest/Other](#)

Participant ID	Name	Delegate Type	Activities	Fee	Actions
<b>HOSA Members</b>					
* Register HOSA members for the conference by clicking the "Register" link in the appropriate row.					
Member ID	Name				Action
1008677	Lardinois, Debbi				<a href="#">Register</a>
1008678	LeCorq, Cindy				<a href="#">Register</a>
1008675	Vandyke, Robert				<a href="#">Register</a>
1008676	Wojcik, Lauren				<a href="#">Register</a>

- Select the events this student will be participating in and indicate the team that they are on.
- Review form, have student review form.

Participant Information			
Please enter valid contact information including street address, city, state, zip, phone, and e-mail address.			
<b>Gender:</b>	Female	<b>Type:</b>	Select One
<b>First Name:</b>	Debbl	<b>Last Name:</b>	Lardinois
<b>Organization:</b>			
<b>Title:</b>			
<b>Address:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip:</b>
<b>Phone:</b>		<b>Fax:</b>	
<b>Cell Phone:</b>			
<b>E-mail:</b>	deborah.lardinois@cccs.edu		
<b>Activities/Options:</b>			
<b>Events:</b>	<p><b>Emergency Preparedness Events</b></p> <input type="checkbox"/> CERT Skills Team: <input type="text"/> <input type="checkbox"/> CPR/First Aid Team: <input type="text"/> <input type="checkbox"/> Emergency Medical Technician Team: <input type="text"/> <p><b>Health Professions Events</b></p> <input type="checkbox"/> Biomedical Laboratory Science <input type="checkbox"/> Clinical Nursing <input type="checkbox"/> Dental Science <input type="checkbox"/> Home Health Aide <input type="checkbox"/> Medical Assisting <input type="checkbox"/> Nursing Assisting <input type="checkbox"/> Physical Therapy <input type="checkbox"/> Sports Medicine <input type="checkbox"/> Veterinary Science <p><b>Health Science Related Events</b></p> <input type="checkbox"/> Dental Terminology <input type="checkbox"/> Knowledge Tests: Human Growth & Development <input type="checkbox"/> Knowledge Tests: Medical Law and Ethics <input type="checkbox"/> Knowledge Tests: Nutrition <input type="checkbox"/> Knowledge Tests: Pathophysiology <input type="checkbox"/> Knowledge Tests: Pharmacology <input type="checkbox"/> Knowledge Tests: Transcultural Health Care <input type="checkbox"/> Medical Math <input type="checkbox"/> Medical Spelling <input type="checkbox"/> Medical Terminology <p><b>Leadership Events</b></p> <input type="checkbox"/> Healthy Lifestyles <p><b>Recognition Events</b></p> <input type="checkbox"/> Healthcare Issues Exam <p><b>Teamwork Events</b></p> <input type="checkbox"/> Biomedical Debate Team: <input type="text"/> <input type="checkbox"/> Creative Problem Solving Team: <input type="text"/> <input type="checkbox"/> Forensic Medicine Team: <input type="text"/> <input type="checkbox"/> HOSA Bowl Team: <input type="text"/> <input type="checkbox"/> Parliamentary Procedure Team: <input type="text"/>		
			<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

9. Click Submit.
10. Students successfully registered will display in a table at the top of the page.
11. You can click edit to make changes.

**2016 Round 1: Online Testing/Early Submission on 01/18/2016**  
**CO001 - Colorado HOSA**

Conference Registration -- Members						Invoice	Registration Report
Participant ID	Member ID	Name	Delegate Type	Events	Activities	Fee	Actions
573124	1241891	Rumer, Emily	SS			\$0.00	<a href="#">Delete</a> <a href="#">Edit</a>


Conference Registration -- Family/Guest/Other				Register Family/Guest/Other	
Participant ID	Name	Delegate Type	Activities	Fee	Actions
<b>HOSA Members</b>					
* Register HOSA members for the conference by clicking the "Register" link in the appropriate row.					
Member ID	Name				Action
1241889	Bell, Tara				<a href="#">Register</a>
1241890	Guevara, Juan				<a href="#">Register</a>
1193806	Wojcik, Lauren				<a href="#">Register</a>

12. Colorado HOSA will send you an invoice for your registrations.
13. If you wish to pay by credit card, please follow the process outlined in our payment process document.

# How to Register Proctors for Round 1: On-line Testing/Early Submission

1. Please log in as if you were affiliating your HOSA students at the Local Chapter Advisors Log In website. This is also the site where proctors and students will login to take their online tests.
2. Select Identify Proctors for Online Testing.

[Main Menu](#)



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### Chapter Affiliation

- [Read the Chapter Affiliation Instructions](#)
- [Complete the Affiliation Application](#)
- [View and Print an Affiliation Account Statement \(PDF\)](#)
- [View and Print a Membership Directory \(PDF\)](#)
- [Export Chapter Data](#)

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### Conference Registration

- [Conference Registration](#)
- [Identify Proctors for Online Testing](#)

3. Type in the first name, last name, and E-mail address of your proctor. If you have more than one proctor, please type in both.

**HOSA Online Testing System: Proctor Management**

Create a New Proctor			
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
E-mail Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit"/>			

**Update Proctor Information**

Disable	First Name	Last Name	E-mail
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Proctor will populate in the table below. Please confirm that their information is correct as this is how Colorado HOSA will contact all proctors.

**HOSA Online Testing System: Proctor Management**

Create a New Proctor			
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
E-mail Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit"/>			

**Update Proctor Information**

Disable	First Name	Last Name	E-mail
<input type="checkbox"/>	Lauren	Wojcik	laurenwojcik@gmail.com

5. Have Proctor sign the Proctor Agreement, email this to [lauren.wojcik@cccs.edu](mailto:lauren.wojcik@cccs.edu)
6. Inform Proctor to expect details via email on January 12, 2015 regarding the next steps.
7. Work with proctor to determine the testing schedule.
8. Have Proctor contact me with any questions – it is highly recommended that they touch base prior to hosting the tests.
9. Have your students write thank you notes upon completion of testing.



## Online Testing: Competitive Events & Early Submission Registration

Colorado HOSA State Competitive Events tests will be delivered National HOSA's online testing system during the assigned testing period.

### Register for Early Submission

An asterisks (\*) denotes that this is an event requiring early submission. Please register now so we can keep track of all submission materials.

### Register for Online Tests (Competitive and Recognition Events)

The following tests will be administered using the HOSA online testing system:

#### Health Science Event

1. Dental Terminology
2. Knowledge Tests:
  - a. Behavioral Health
  - b. Human Growth and Development
  - c. Pathophysiology
  - d. Medical Law and Ethics
  - e. Pharmacology
    - i. It is encouraged that all those competing in Pharmacology also compete in Pharmacy Practice. If student places in top 3 at SLC, their NLC registration fee will be paid for by Skaggs School of Pharmacy.
  - f. Nutrition
  - g. Transcultural Healthcare
3. Medical Math
4. Medical Spelling
5. Medical Terminology

#### Health Professions Events

1. Biomedical Laboratory Science
2. Clinical Nursing
3. Dental Science
4. Home Health Aide
5. Medical Assisting
6. Nursing Assisting
7. Physical Therapy
8. Sports Medicine
9. Veterinary Science

#### Leadership Event

1. Healthy Lifestyle
2. Medical Photography\*

#### Emergency Preparedness Events

1. CERT Skills
2. CPR/First Aid
3. Emergency Medical Technician
4. Epidemiology

## Teamwork Events

1. Biomedical Debate
2. Creative Problem Solving
3. Forensic Medicine
4. HOSA Bowl
5. Health Career Display\*
6. Parliamentary Procedure
7. Public Service Announcement\*

## Recognition Events

8. Barbara James Service Award\*
9. HOSA Chapter Reflection\*
10. HOSA Happenings\*
11. Health Care Issues Exam
  - a. This is the only time students will take this test for recognition at SLC
12. National Service Project\*
13. Pharmacy Practice (State Only)
  - a. Students will perform skills at the State Leadership Conference

## **Specific Category/Event Information**

### **Health Science Events**

All events will have Round 2 posted for either a spell down or another test to happen on site at State Leadership Conference.

### **Health Professions & Leadership Events**

The top competitor scorers will advance to State Leadership Conference competition for Round 2 (skills) of the event.

### **Emergency Preparedness Events**

ALL MEMBERS OF THE TEAM MUST TEST AT THE SAME TIME. THE ONLINE TESTING SYSTEM TRACKS THE TIME EACH TEAM MEMBER IS LOGGED INTO THE SYSTEM. THEY MUST START WITHIN MINUTES OF EACH OTHER AND FINISH WITHIN A REASONABLE TIME OF EACH OTHER.

### **Teamwork Events**

ALL MEMBERS OF A TEAM MUST TEST AT THE SAME TIME. THE ONLINE TESTING SYSTEM TRACKS THE TIME EACH TEAM MEMBER IS LOGGED INTO THE SYSTEM. THEY MUST START WITHIN MINUTES OF EACH OTHER AND FINISH WITHIN A REASONABLE TIME OF EACH OTHER.

The top team's raw scores will advance to the STATE competition for Round 2 of the events. The top HOSA Bowl teams will be seeded and the remaining 2 teams will be alternates.

### **Recognition Events**

EACH CHAPTER MAY REGISTER UNLIMITED COMPETITORS FOR THE HEALTH CARE ISSUES EXAM.

### **The Costs**

The cost for online testing is \$2.00 per competitive event online test. All recognition tests are \$0.00 and all early submission registrations are \$0.00.

### **What Next?**

Competitors who advance to State Leadership Conference will have to register online and submit the registration fee required to attend that conference.

If a student did not place in an online test, they may register for an event(s) without a test. The number of competitors per chapter in all 'non-qualifying' events, however, remains at 3 per event (unless otherwise noted) per chapter.

## 2016 Colorado HOSA Online: Competitive Events

Category	Event	Online Test	Second Round?	Test Time	Number of Test ?s	*Entries (per chapter)	
Health Science	Dental Terminology	Yes	Yes	1.5 hours	100	Unlimited	
	Medical Spelling	Yes	Yes	1 hour	50	Unlimited	
	Medical Terminology	Yes	Yes	1.5 hours	100	Unlimited	
	Medical Math	Yes	Yes	1.5 hours	50	Unlimited	
	Behavioral health	Yes	Yes	1.5 hours	100	Unlimited	
	Human Growth and Development	Yes	Yes	1.5 hours	100	Unlimited	
	Pathophysiology	Yes	Yes	1.5 hours	100	Unlimited	
	Medical Law and Ethics	Yes	Yes	1.5 hours	100	Unlimited	
	Pharmacology	Yes	Yes	1.5 hours	100	Unlimited	
	Nutrition	Yes	Yes	1.5 hours	100	Unlimited	
	Transcultural Healthcare	Yes	Yes	1.5 hours	100	Unlimited	
	Health Professions	Biomedical Laboratory Science	Yes	Yes	1 hour	50	Unlimited
		Clinical Nursing	Yes	Yes	1 hour	50	Unlimited
Dental Science		Yes	Yes	1 hour	50	Unlimited	
Home Health Aide		Yes	Yes	1 hour	50	Unlimited	
Medical Assisting		Yes	Yes	1 hour	50	Unlimited	
Nursing Assisting		Yes	Yes	1 hour	50	Unlimited	
Physical Therapy		Yes	Yes	1 hour	50	Unlimited	
Sports Medicine		Yes	Yes	1 hour	50	Unlimited	
Veterinary Science		Yes	Yes	1 hour	50	Unlimited	
Leadership	Healthy Lifestyle	Yes	Yes	1 hour	50	Unlimited	
Emergency Preparedness	CPR/First Aid	Yes	Yes	1 hour	50	Unlimited	
	Emergency Medical Technician	Yes	Yes	1 hour	50	Unlimited	
	CERT Skills	Yes	Yes	1 hour	50	Unlimited	
	Epidemiology	Yes	Yes	1 hour	50	Unlimited	
Teamwork	Creative Problem Solving	Yes	Yes	1 hour	50	Unlimited	
	Forensic Medicine	Yes	Yes	1 hour	50	Unlimited	
	Biomedical Debate	Yes	Yes	1 hour	50	Unlimited	
	HOSA Bowl	Yes	Yes	1 hour	50	Unlimited	
	Parliamentary Procedure	Yes	Yes	1 hour	50	Unlimited	
Recognition	Healthcare Issues Exam	Yes	NO	1.5 hours	50	Unlimited	
	Pharmacy Practice (State Only – must place top 3 at SLC in Pharmacology to qualify for NLC Scholarship)	Yes	Yes	1 hour	50	Unlimited	

# CONFIDENTIALITY AGREEMENT (Test Proctor)

## Colorado HOSA Online Competitive Events Testing

### Statement of Understanding

I \_\_\_\_\_, the undersigned, understand that materials used for HOSA competitive events testing are confidential. I hereby agree to maintain the confidentiality of all testing materials and understand that the security of testing materials is maintained by protecting all items from loss, unauthorized access, or reproduction. Furthermore, maintaining test item security prohibits any test proctor from the following:

1. Unauthorized printing or photocopying any test items or materials, or
2. Accessing or removing test materials from the secure locations, or
3. Utilizing test items in any form, either from a copy of the test instrument or as a practice exercise to expose candidates to the test items, or
4. Allowing students to access events at times other than their scheduled testing time, or
5. Allowing students to test in one event more than once, or
6. Allowing instructors and others to view test content.

I understand that access to testing will be monitored by the vendor and inconsistencies will be reported to the Colorado HOSA State Advisor for investigation. I further understand that compromising test security in any way will result in the disqualification of all HOSA students testing at this school.

<b>Proctor Name(Please Print):</b>
<b>School Name :</b>
<b>Name of Testing Site (computer lab, library etc.):</b>
<b>Proctor's Phone Number :</b>
<b>Proctor's Email Address:</b>
<b>Proctor's Position with District:</b>
<b>Proctor's Signature:</b>

This form must be returned to the Colorado HOSA office, [lauren.wojcik@cccs.edu](mailto:lauren.wojcik@cccs.edu) by January 11, 2015.

# ONLINE TESTING AGREEMENT (Instructor/Advisor)

## Colorado HOSA Online Competitive Events Testing

### Statement of Understanding

I \_\_\_\_\_, the undersigned, understand that materials used for HOSA competitive events testing are confidential and that the security of testing materials is maintained by protecting all items from loss, unauthorized access, or reproduction.

In order to maintain the integrity of the testing and competitive process, I further understand that instructors are not allowed to access or view tests at any time and that instructors/advisors are not allowed to question proctors or students about test content.

1. Maintaining test item security prohibits any test proctor from
2. Unauthorized printing or photocopying any test items or materials, or
3. Accessing or removing test materials from the secure locations, or
4. Utilizing test items in any form, either from a copy of the test instrument or as a practice exercise to expose candidates to the test items, or
5. Allowing students to access events at times other than their scheduled testing time, or
6. Allowing students to test in one event more than once, or
7. Allowing instructors and others to view test content.

I understand that access to testing will be monitored by the vendor and inconsistencies will be reported to the Colorado HOSA State Advisor for investigation. I further understand that compromising test security in any way will result in the disqualification of all HOSA students testing at this school.

<b>Advisor Name(Please Print):</b>
<b>School Name :</b>
<b>Charter Number(s) for HOSA Chapter(s):</b>
<b>Advisor's Phone Number :</b>
<b>Advisor's Email Address:</b>
<b>Advisor's Position with District:</b>
<b>Advisor's Signature:</b>

This form must be returned to the Colorado HOSA office, [lauren.wojcik@cccs.edu](mailto:lauren.wojcik@cccs.edu) by January 11, 2015.

# Colorado HOSA Competitive Event Characteristics Profile

Event	Round 1: Online Testing (OR) Early Submission	Showcase	Official Note-book	Judged Prior to SLC	Skill Event	Laptop or DVD player to Event	# Team Member	Event element at SLC orientation	Limit of Entries Per 25 Members
Anatomy in Clay® Competition							2-3		Unlimited
Barbara James Service Award	★ Submission	★		★				n/a	Unlimited
Biomedical Debate	★						3-4		Unlimited
Biomedical Laboratory Science	★				★				Unlimited
CERT Skills	★				★		2		Unlimited
CPR/First Aid	★				★		2		Unlimited
Clinical Nursing	★				★				Unlimited
Clinical Specialty			★			★			3
Community Awareness			★			Optional	2-4		3
Creative Problem Solving	★						3-4		Unlimited
Dental Science	★				★				Unlimited
Dental Terminology	★							test	Unlimited
EMT	★				★		2		Unlimited
Epidemiology								test	3
Extemporaneous Health Poster		★						poster	3
Extemporaneous Writing						★		essay	3
Forensic Medicine	★						2		Unlimited
Health Care Issues Exam	★			★					Unlimited
Health Career Display	★ Submission			★ (R1)		Optional	2		3
Health Education			★				2-4		3
Healthy Lifestyle	★		★						Unlimited
Home Health Aide	★				★				Unlimited
HOSA Bowl	★						3-4	71017	Unlimited
HOSA Happenings	★ Submission	★		★				n/a	1 p/ CH
Interviewing Skills								app	Unlimited
Job Seeking Skills								app	3
KT: Behavioral Health	★							test	Unlimited
KT: Nutrition	★							test	Unlimited
KT: Human Growth & Development	★							test	Unlimited
KT: Medical Law & Ethics	★							test	Unlimited

Event	Round 1: Online Testing (OR) Early Submission	Showcase	Official Note-book	Judged Prior to SLC	Skill Event	Laptop or DVD player to Event	# Team Member	Event element at SLC orientation	Limit of Entries Per 25 Members
KT: Pharmacology	★							test	Unlimited
KT: Pathophysiology	★							test	Unlimited
KT: Transcultural Health Care	★							test	Unlimited
Life Support Skills					★				Unlimited
Medical Assisting	★				★				Unlimited
Medical Innovations							2-4		Unlimited
Medical Math	★							test	Unlimited
Medical Photography	★			★ (R1)					3
Medical Spelling	★							spell	Unlimited
Medical Terminology	★							test	Unlimited
Medical Reading								test	Unlimited
MRC Partnership			★				2-6		3
MRC Volunteer Recognition				★				n/a	Unlimited
National Service Project	★ Submission	★		★				n/a	1 p/ CH
Nursing Assisting	★				★				Unlimited
HOSA Chapter Reflection	★ Submission	★	★	★				n/a	1 p/ CH
Outstanding State Leader	★ Submission			★					1
Parliamentary Procedure	★						5-8		Unlimited
Personal Care					★				Unlimited
Physical Therapy	★				★				Unlimited
Prepared Speaking									3
Public Health						Optional	2-6		3
Public Service Announcement	★ Submission			★ (R1)		★	3-6		3
Researched Persuasive Speaking				★ (R1)					3
Speaking Skills									3
Sports Medicine	★				★				Unlimited
Veterinary Science	★				★				Unlimited