

Registration Instructions

How to Register for the State Leadership Conference

Registration window: between January 5 – January 30, 2026.

Absolutely NO late registrations.

- In January, or before, give out the registration form located on our website here: <https://www.lahosa.org/slc-coming-soon>
- Set your deadline well in advance of the deadline shown on the form.
- Once you have the forms turned in, you can register everyone
- You do not have to register everyone all at once; you can do it as they submit Forms.
- Students must be registered as members before being registered for conference.
- All forms can be found on the SLC page. Just click on the buttons.
- You are required to have students fill out the following; items in red should have been collected during member affiliation; forms will be checked and collected at SLC registration.
 - ✓ **Registration form**
 - ✓ **Permission form** (attached to SLC Registration form)
 - ✓ **Medical form**
 - ✓ **Code of Conduct form**
 - ✓ **Photo Release**

If you did not collect these forms at the beginning of the year, please do so before conference. Find the forms here: [Affiliation forms](#)

- Distribute necessary forms to students; attending adults **must** also fill out forms.
- Chapter Advisor/chaperone must bring **all forms** to the conference. Forms be checked & collected at sign-in. In the event of any incident or emergency, come and get the medical form from the SLC Information Table.
 - ✓ Be sure to give students a deadline to turn in all forms well in advance (about a week); you will need time to register in the system before the deadline. Give yourself or a helper time to register them online. (see instructions below)
 - ✓ Encourage students to turn in forms and fees as early as possible.
 - ✓ Once you have any forms turned in, register them online right away.
 - ✓ You may make changes to the registration up until the deadline of January 30, 2026.
 - ✓ Once registration is closed, I will print out a list of all registered; you will be responsible to pay for all names on the list. No exceptions.
 - ✓ Immediately following registration, print out invoice, send check to: LA HOSA
PO BOX 926
Carencro, LA 70520
- **Invoice & payment must be received by February 20, 2026**

How to register:

- Log in to the national website using your charter # and password.
- Scroll down & click on the big box titled, "2026 LA State Leadership Conference."
- Using the student registration form turned in, fill in all information.
- On the blue line titled, "Registrations," click the red plus button on right.
- You will see a list of your members.
- Click on the name you want to register for SLC.
- Next, choose registration type. Either Advisor, Middle School (grades 6-8), Secondary. State officer, Postsecondary/Collegiate, family/guest, chaperone, chapter advisor, board member, and CE Staff (by invitation).
- Scroll down and fill out information
- Scroll, then fill in options. Read them carefully.
- Scroll, then fill in competition events they choose to compete in.
 - ✓ For team events, be sure to enter the names of all the team members.

For High School:

- ✓ They can only compete in: (not required to compete in all listed below)
- ✓ Up to 2 events (must be in different categories)
- ✓ HOSA Bowl
- ✓ Any ATC National Geographic Tests (We don't recommend taking more than 3)
- ✓ **First test is free**, additional tests are \$10/each
 - **Money goes into the Scholarship Fund**
- ✓ Anatomage Anatomy & Physiology
 - teams must register separately on the link on our website here:
[Anatomage Registration](#)
- ✓ Any of the Recognition Events listed on this sheet
- ✓ HOSA History Exam (Only offered this year in celebration of 50 Years!)

For Middle School:

- ✓ Up to 3 events
- ✓ HOSA Bowl (team of 4)
- ✓ Any recognition events
- ✓ HOSA History Exam

For Collegiate/PSC:

- ✓ Can compete in 2 events (must be different categories)
- ✓ Compete in any National Geographic tests (first test is free, \$10/each after that)
- ✓ Can compete in HOSA History exam
- Continue to register members.
- When all are registered, click Save (click as you register each)
- On the bottom left click reports.
- Print out the invoice.
- You may also want to print out the registration summary for your records.
- Send check for the invoice amount to: LA HOSA PO Box 926 Carencro, LA 70520
Check must be received by February 20, 2026

Testing:

- **Testing online: Only National Geographic testing** will be online in advance of the conference. All other events will begin immediately on the morning of March 2, 2026.

How To Add a Proctor for Online Testing:

- **Log into the national HOSA website: hosa.org**
- **Scroll down to the bottom of that page**
- **If your name is on the proctor list, click enable under it.**
- **If you are not on the proctor list, click on the plus sign at the bottom and complete**

If you are more than 1½ hours away, I strongly recommend coming the night before.

Remember, you will be encountering rush hour traffic in the morning. There is almost ALWAYS a backup on I-10

Deadlines:

January 5, 2026

Online Registration opens

January 30, 2026

Online Registration closes for everyone at 11:59 pm

February 1, 2026

State Officer Applications Due in state office (online)

February 1, 2026

Check for who is doing online NGL tests; make sure you have a proctor signed up

February 1, 2026

Print out invoice & Request check for registration and send **ASAP**

February 2-14, 2026

Online testing for National Geographic tests ONLY

There will be absolutely no late testing.

All other testing will be on-site on March 2, 2026

February 12, 2026

Absolute deadline for all required digital uploads. (see list of required uploads on SLC page of state website)

February 20, 2026

Check due in LA HOSA office- please pay in advance of SLC

February 20, 2026

Nominations for Leadership Award Due

February 25, 2026

Final deadline for last-minute member drops from events or conference.

Must be in an email to Kristina Sloan:

kristina.lahosa@gmail.com

Anyone who doesn't show up for their event they signed up for will be charged \$10/event. Billed to the chapter or pay on site.

February 25, 2026

Deadline to submit HOSA Cup Points

February 25, 2026

Deadline to submit Audition for Anthem Singers

March 1, 2026

Early Sign-in begins at 7:00 pm

March 2, 2026

Final Registrations 7:45 am – 8:20 am for morning arrivals.

March 2, 2026

All testing sign-in begins at 8:30 See testing instructions.

If you have any questions, please feel free to call, text, or email me. Remind students to also read all information on the website!

There are so many changes this year, so it is vital to read everything.

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Phone: 337-371-5974