



Regional Conference Guide

General Info

- KY HOSA does not require participation at Regional Conferences
- Competitors do not have to “qualify” for State Leadership Conference
- Chapters may choose event that works best for location or date (no assigned region)
- Regional Conferences do not all look the same. All offer competitive events, including some Round 2/in person events
- Please review individual event guides or contact Regional Coordinator for specifics
- Competitive Events including Test will use the HOSA Online Testing System for PROCTORED exams. Advisors MAY NOT proctor, Principal or other school employee may
- Some Conferences have a max capacity. Some may allow a slight variation in number of events a student may participate in, review before registering.

First Steps

1. Review Dates & Locations and carefully select the best for your chapter
2. Use HOSA CMS to register members, advisors and guests for events and options
3. Double check Proctor Information and update as needed **prior** to testing window
4. Collect and submit **completed** forms to Regional Coordinator per their direction
5. Send payment to Regional Coordinator by deadline (DO NOT send to KY HOSA)
6. Assist Proctor & students to schedule online testing and digital uploads by deadline
7. Bring copies of all forms to in person event for your use

Important Dates

Online Registration: Sept 29-Oct 9 5pm est

Proctor Info Updated and Correct: Oct 9 5pm est

Testing Window: Oct 19-30 5pm est

Digital Upload Deadline: Oct 30 5pm est (NO exceptions)

Additional Tips:

- Medical Release & Code of Conduct required for ALL registered
- Advisors, Chaperones, Guests and Members must be registered to attend
- Each facility/your school may have additional required forms
- Please respond to any emails from KY HOSA or Regional Coordinator as errors must be corrected immediately to prevent processing delays
- Chapters must be in Good Standing to participate in KY HOSA events- no outstanding balances.
- Proctors must direct questions or issues to KY HOSA, at the time of issue. Testing cannot be discussed with any other parties. Window cannot be extended.

Good Luck to all competitors!
We look forward to seeing you