



INTERNATIONAL EXECUTIVE COUNCIL APPLICANT PACKET

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Dear Potential International Executive Council (IEC) Applicant,

The decision to pursue leadership is rarely about seeking a position; it is about choosing responsibility. We sincerely appreciate your intention and courage to take a step into a process that asks for purposeful commitment. The International Executive Council exists to serve HOSA–Future Health Professionals with purpose, integrity, and care, and this application marks the beginning of that consideration.

This application is designed as more than a record of achievements. It is an opportunity for the Nominating Committee to understand the principles that guide you, and the unique perspective you bring to leadership. We encourage you to move through each section thoughtfully, allowing your responses to reflect both your growth and your aspirations. Your story, in its fullness, matters.

Leadership within HOSA is grounded in service to others. As you engage with this process, we invite you to reflect on a quote that every team continues to embody year after year: to lead people, walk beside them. As you reflect, consider how you have practiced leadership through listening, resilience, collaboration, empathy, and clarity of purpose behind how we lead. Use this application as a platform to communicate how those qualities inform the way you hope to support members across diverse communities and experiences.

As you continue through this process, we invite you to reflect on the moments that have challenged you, shaped your character, and clarified your purpose. Leadership is revealed not only in accomplishments, but in resilience, adaptability, and a willingness to learn. Sharing these moments allows us to better understand not only what you have done, but how you lead and why that leadership matters to you.

The Nominating Committee approaches this process with great care. Each member understands the vulnerability required to apply, having once navigated this experience themselves. Every application is reviewed with fairness, respect, and a holistic lens, with the goal of recognizing each candidate’s journey.

Please note that the application deadline is **May 1**. Should questions arise or clarification be needed at any point, you are welcome to contact me at jeet.sridhar@hosa.org. Our team is committed to supporting you throughout this process. We look forward to learning more about the leadership you hope to offer as you continue to build on the success of HOSA–Future Health Professionals!

With love and appreciation,



Jeet Sridhar
International President-Elect
Jeet.Sridhar@hosa.org



Scope & Responsibilities of IEC Roles

Time Commitments and Travel

- IEC members may travel to various conferences, meetings, and leadership events to represent HOSA-FHP and connect with members. Attendance at certain conferences will be required for IEC members, including IEC Training (**end of July/early August**), Washington Leadership Academy, the HOSA Inc. Board of Directors Meeting (**February 6th, 2027, if applicable**), and the International Leadership Conference.

Balancing Academics and IEC Responsibilities

- HOSA-FHP recognizes that academics are the primary priority. We encourage applicants to be cognizant of their academic and extracurricular commitments, as carrying out IEC responsibilities requires careful time management. IEC members are expected to be flexible with their schedules while proactively communicating with their academic institutions and meeting educational needs.

Roles & Responsibilities:

All International Executive Council (IEC) members are expected to promote HOSA through other responsibilities as designated by the President. Examples of these roles may include, but are not limited to, attending chartered association meetings, innovating initiatives, representing HOSA with partners, and more. All IEC members are aware of the role of the IEC within the grander organizational mission and recognize where best the IEC can contribute meaningfully to the interests of the organization. In addition to these responsibilities, IEC members may serve on various work groups that support and help execute the organization's vision in collaboration with HOSA Headquarters staff and external partners.

International President: Presides over the HOSA International Leadership Conference and officer meetings, makes committee appointments, and works with the Executive Council and the Board of Directors to create an Annual Program of Work. The President also serves on the Executive Committee of the HOSA Inc. Board of Directors.

President-Elect: Assists the President as needed, assumes the President's duties in their absence, and succeeds the President after each term. The President-Elect also serves on the Executive Committee of the HOSA Inc. Board of Directors and is the Chair of the Nominating Committee.

Vice Presidents: Promote growth within their divisions, serve on the Nominating Committee, and take on other tasks as directed by the President. Designated Vice Presidents manage division records, document activities, handle public relations, and preside over meetings when necessary. Slated VPs are determined by the region in which your home state is located in.

Board Representatives: Represent the HOSA Divisions on HOSA Inc. Board of Directors, participate in Board Committees, and report Board actions to the Executive Council and members.

International Executive Council Applicant Packet

State Advisors shall receive one (1) copy of the International Executive Council Applicant Packet. Local advisors should receive this information from the State Advisor. Potential applicants are to fill out the application on the HOSA website via the following link: hosa.org/IECApplication. The required forms for submission are included in this packet.

General Overview:

1. Chartered Associations in good standing may submit only **ONE applicant per office but no more than FOUR (4) total applicants: two (2) secondary and two (2) postsecondary/collegiate division applicants**. Applicants must have at least junior high school classification and a minimum of a 2.0 GPA on a 4-point scale. Applicants must be active members of HOSA in good standing. (Article IV, Section 3, HOSA Bylaws)
2. Please read the HOSA Bylaws, which refer to "**Officer Duties and Nominating Committee Responsibilities**" (Bylaws, Article IV, Section 1-9).
3. The HOSA International Executive Council Application must be completed in its entirety to be accepted by the HOSA Nominating Committee as an applicant.
4. The HOSA Nominating Committee will review all applications prior to the International Leadership Conference.
5. An orientation meeting for all International Executive Council applicants occurs at the International Leadership Conference to review nomination procedures, discuss scheduled campaign activities, and administer the IEC written examination.
6. The HOSA Nominating Committee shall administer the IEC written examination at the International Leadership Conference. Applicants must pass the **written exam with a score of 75%** as a prerequisite to be interviewed.
7. The HOSA Nominating Committee will interview all eligible IEC applicants before determining the final slate. While interviews are a required and important component of the selection process, **participation in an interview does not guarantee advancement to candidacy**.
8. For scheduling purposes, International Executive Council applicants **WILL NOT** be allowed to participate in Competitive Events at the ILC. International Executive Council applicants **ARE** allowed to participate in the Health Care Issues Exam, all recognition events, and the National Geographic Learning Academic Testing Center events.
9. The installation of the newly elected HOSA International Executive Council will be conducted during the General Recognition Session at the International Leadership Conference.

IEC Application Submission Checklist

All items must be uploaded to the online application by **May 1st, 2026 at 11:59 PM CST.**

Application Checklist:

<input type="checkbox"/> Resume 1 page, black/white	Signed Forms: <input type="checkbox"/> HOSA International Executive Council Applicant Statement of Agreement <input type="checkbox"/> HOSA State Advisor Statement of Support <input type="checkbox"/> HOSA International Executive Council Applicant Statement of Support <input type="checkbox"/> HOSA International Executive Council Travel Policy <input type="checkbox"/> HOSA Social Media Review & Conduct Agreement <input type="checkbox"/> Accessibility form (if applicable)
<input type="checkbox"/> Personal Essay 3 short-response prompts, Arial 11-point font, double spaced	
<input type="checkbox"/> High Resolution Photo HOSA uniform or General Session Attire (in color)	
<input type="checkbox"/> YouTube Introduction Video Max 2 minutes	
<input type="checkbox"/> Transcript Unofficial or Official	

Applicant Link: hosa.org/IECApplication

The online application must be completed in ONE sitting. You will not be able to save and continue the form at a later date. Only one question will have a 200-word limit. The other questions will not have a word limit unless otherwise specified on this application document. Therefore, please be prepared to provide the following information requested on the online application:

- Applicants must use a personal, long term email address when submitting the IEC application. School or HOSA issued email addresses are not recommended due to potential access changes.
- Preference of Office
- Why do you believe you are best fit to run for this office position? (Max 200 words)
- What are your educational or career plans during the year you plan to serve? What additional commitments will you have during the year?
- HOSA Participation: Years in HOSA, HOSA offices held, honors/awards received, and health science or biomedical classes taken

Prohibition of AI Usage Statement

At HOSA, we believe in the value of integrity, personal growth, and authenticity. We want to hear your story, your ideas, and your vision for the future. **As such, the use of AI tools to generate or significantly assist in writing essay responses is strictly prohibited.** This essay is an opportunity to share your unique voice and perspective with us, and by submitting your essay, you affirm that it is entirely your own work. Essays found to be AI-generated or heavily assisted by AI tools may be disqualified from consideration. We encourage you to take pride in your accomplishments and let your true self shine through every word.

Guidelines for the Personal Essay

Overview : Choose to respond to three (3) short-response prompts from the five (5) below, designed to assess leadership vision, strategic thinking, and commitment to HOSA-Future Health Professionals. Each response should reflect authentic experiences, original ideas, and personal insight.

Prompt 1: If you joined the International Executive Council tomorrow, where would you add the most immediate value? Describe the types of tasks, projects, or responsibilities you are best suited for, and explain why these areas align with your strengths and working style.

Prompt 2: HOSA-Future Health Professionals plays a meaningful role in the lives of its members in many different ways. Why has HOSA been important to you, and how has your involvement shaped your goals, values, or sense of purpose?

Prompt 3: Identify two skills or strengths you consistently bring to team settings (for example: communication, strategic thinking, media designs, organizational work, creative writing, etc). Describe how you've used these skills in a HOSA setting, and explain how they've helped you facilitate a team.

Prompt 4: If your approach to leadership had a motto, phrase, or guiding principle, what would it be? Explain how this mindset shows up in your actions, especially when things don't go as planned.

Prompt 5: There's more to you than titles, achievements, and leadership. Share a story, habit, passion, or moment that captures who you are and what you would bring to the IEC team that we wouldn't learn from the rest of your application.

Format: Applicants must submit **three (3) short-response essays, each not exceeding 200 words.** All responses must be compiled into **one single PDF document.** The document must be formatted using Arial, 11-point font, double-spaced, with 1-inch margins on all sides. Each response should be clearly labeled by prompt number.

The essay should be uploaded to your application as a PDF file.

Guidelines for Resume

What **MUST** be included on your resume [in any order]:

- Your full name, school, state, and current grade level. (Do not use home addresses or phone numbers as the resumes are posted on the HOSA website).
- The school (high school, college, or university) you will be attending during your term, if elected.
- HOSA Achievements: i.e., offices held [local, state, and international]
- Number of years you have been a HOSA member
- Other Achievements: i.e., honors, awards, and offices held in other organizations
- Additional Leadership Experiences/Participating in other activities
- Summary statement explaining: "Why do you want to be a HOSA IEC member?"

Your **one-page black-and-white** resume must include the above information but is not limited to only those topics. Again, your resume can only be **one page long**. Do NOT include cover letters. It is acceptable but not required to use a photo, but the photo also must be in **black and white**. The resume must be in a professional business format (not a campaign flyer). All resumes must comply with the above guidelines to be considered as an applicant for candidacy.

The resume should be uploaded to your application as a PDF file.

Guidelines for the Photo Submission

All photos for print and web publication must be high-resolution (max file size 25 MB) and in color. The photo should be framed from the chest up, capturing you looking directly at the camera. Do not include other people in the picture, and do not use a photo in which other people standing close to you have been cropped out. Be sure to use good lighting on your face. A photo of you in the official HOSA Uniform is preferred but not required.

The photo should be uploaded to your application.

Guidelines for the Transcript Submission

For eligibility, you must attach a copy of your transcript to the online application. Your transcript can be an official or unofficial copy. The Nominating Committee will use your transcript to verify your GPA and classification at school.

Note: If your official transcript is an electronic version, please be sure that the PDF is not digitally sealed or coded in a way that it will expire or not be visible to multiple users.

The transcript should be uploaded to your application as a PDF file.

Guidelines for YouTube Link Submission

Your YouTube video is an introduction to you. Tell us about YOU. Create a maximum of **two minutes (120 seconds)** YouTube video to tell us who you are, your HOSA story, and why you want to be an International Executive Council member. Your video can be shot anywhere and can include you or others to help tell your story. The applicant may receive instruction in taping, editing, and post-production from an outside professional source; however, the work should be directed by the applicant. The video should be filmed horizontally, and the audio should be clear and recorded with high-quality sound. This video will be linked on the hosa.org website. Applicants are encouraged to title their video in the following format for consistency: ***First Name Last Name - 2026 HOSA IEC Applicant Video.***

When submitting your video, please avoid using any copyrighted music or content. While this will not result in disqualification, be aware that YouTube may remove your video if it contains copyrighted material. To prevent this, we recommend using royalty-free music or no background music at all. This will help ensure that your video remains accessible and adheres to the submission guidelines. Videos must NOT be set to private; applicants should ensure their video is set to **Unlisted** so it can be viewed by reviewers and linked on the HOSA website.

The YouTube Link should be uploaded to your application. Your video upload must be a maximum of two minutes in length.

Required Forms

Serving as a HOSA International Executive Council member is a 12-month commitment to the organization. Therefore, all HOSA members who aspire to take one of these positions must be highly qualified, able, and willing to assume the responsibilities required. The potential applicant must also receive endorsements and support from their parent/guardian, local HOSA advisor, school principal/CTE director or dean, and the designated HOSA State Advisor for the state association with which you are associated.

Several forms will need to be submitted with your online application, including:

1. HOSA International Executive Council Applicant Statement of Agreement
2. HOSA State Advisor Statement of Support
3. HOSA International Executive Council Applicant Statement of Support
4. HOSA International Executive Council Travel Policy
5. HOSA Social Media Review Acknowledgement & Conduct Agreement
6. Accessibility Request Form (if applicable)

Please sign and upload these forms as one PDF document to your online application.

OPTIONAL - Accessibility Request Form

HOSA-Future Health Professionals is committed to actively providing universal access for all qualified HOSA members to apply for a position as a member of the International Executive Council. As such, we believe no barriers in the environment, curriculum format, or equipment should prevent individuals with disabilities, both functional and psychological, from gaining access to content, events, and/or completing assigned tasks.

The HOSA, Inc. Board of Directors developed a policy for HOSA members with special needs and accommodation requests. The policy can be found online as [Appendix H](#).

It is the applicant's responsibility to discuss the special accommodations needed with their HOSA State Advisor and then to take the steps outlined below.

To request accommodation to support your IEC applicant process:

1. Complete the [Accommodation Request Form](#) found on the HOSA website.
2. Fill in the "describe the accommodation requested" section with as much detail as possible.
3. Email the Nominating Committee Chair, Jeet Sridhar (jeet.sridhar@hosa.org) after you have submitted your application to notify him of your request for accommodation.

If you have any questions regarding accommodations, please contact your HOSA State Advisor.

Recommended Steps to Take for Required Forms

1. Review & Sign Agreement

Carefully read and sign the HOSA International Executive Council Applicant Statement of Agreement.

2. Obtain Local Support

Discuss the role with your parent/guardian, chapter advisor(s), and school principal/CTE director or dean (Postsecondary/Collegiate members may use any faculty/school official). Have them sign the Statement of Support form.

3. Secure State Advisor Endorsement

Submit the State Advisor Statement of Support to your State Advisor for approval and signature (<https://hosa.org/chartered-associations/>). Indicate your top IEC office preference (ranked #1 on your Applicant Statement of Agreement), as each chartered association may endorse only one applicant per position. This agreement will signify the endorsement of the Chartered Association for the potential applicant to run for the HOSA International Executive Council.

All forms must be physically or virtually signed, scanned, and uploaded together as ONE PDF document with your online application

HOSA Applicant Statement of Agreement

If elected to a position on the HOSA-Future Health Professionals International Executive Council, I will serve the entire term of office (from the end of this year's HOSA International Leadership Conference to the end of next year's HOSA International Leadership Conference). I will promote the goals and objectives of HOSA-Future Health Professionals. I will project a professional image of myself and the organization. I will abide by all HOSA policies and procedures. I will fulfill and complete all obligations and assignments given to me as a member of the HOSA International Executive Council.

For secondary applicants, please ONLY rank preferences for President-Elect, Secondary Board Representative or Regional Vice President. If ranking Regional Vice President positions, please ONLY rank the region in which your permanent address is located, NOT the region of the school you will be attending during your term. If you are unsure, please refer to Section A of the [HOSA Handbook](#) (page 21). For postsecondary/collegiate applicants, please ONLY rank preferences for President-Elect, PS/C Board Representative, or PS/C Vice President.

HOSA International Executive Council Position Preference by Ranking Order:
(“1” is most preferred, “3” is least preferred, and “N/A” is not applicable - please put N/A for the roles that do not correspond to your division or region. Refer below for further clarifications)

- ___ President-Elect
- ___ Postsecondary/Collegiate Board Representative
- ___ Postsecondary/Collegiate Vice President
- ___ Secondary Board Representative
- ___ Eastern Region Vice President
- ___ Central Region Vice President
- ___ Western Region Vice President

Printed Name _____

Chartered Association _____

Signature _____

Date _____

HOSA Applicant Statement of Support

Name of Applicant _____

Chartered Association _____

Parental/Guardian Statement of Support

I approve of my son/daughter applying for the HOSA International Executive Council and, if elected, agree that he/she will be able to spend the time and have the transportation necessary to carry on the duties of the office. I also understand that there may be trips where my son/daughter may travel alone to attend state and international meetings.

Printed Name of Parent/Guardian	Signature	Date
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Local Chapter Advisor Statement of Support

I approve of the HOSA member's application for the HOSA International Executive Council. The HOSA member meets the qualifications as outlined in the application, and I endorse him/her to run for a position on the HOSA International Executive Council. I also understand that there may be trips where my student may travel alone to attend state and international meetings.

Printed Name of Local Chapter Advisor	Signature	Date
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School Principal/CTE Director or Dean Statement of Support

This school or CTE program supports and endorses this HOSA member's application for the HOSA International Executive Council. We believe that he/she will fulfill the duties successfully, if elected. I also understand that there may be trips where the student may travel alone to attend state and international meetings.

Printed Name of School Principal/CTE Director/Dean	Signature	Date
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HOSA State Advisor Statement of Support

The potential applicant for a position on the HOSA International Executive Council is seeking your approval and endorsement. He/she must have approval from the HOSA chartered association's State Advisor to run for a position on the HOSA International Executive Council. The State Advisor may use any process he/she wishes to determine which HOSA member is eligible to apply. It is the State Advisor's responsibility to verify all forms, sign the statement of support, and endorse the candidate as a good representative of HOSA, who will fulfill the responsibilities of HOSA's International Executive Council. The State Advisor will also support the HOSA International Executive Council member once elected as outlined in the HOSA Policies and Procedures.

Please note: the State Advisor may only submit 1 (one) applicant per position.

The Chartered Association of _____ endorses

_____ to run for the position of

_____ on the HOSA International Executive Council.

HOSA State Advisor's Printed Name _____

HOSA State Advisor's Signature _____

Date _____

Important Note:

Only the HOSA State Advisor from the Chartered Association in which the **applicant's official HOSA membership** is registered is eligible to provide endorsement. Endorsements from State Advisors outside of the applicant's membership association will not be accepted.

HOSA Travel Policy

1. International Executive Council (IEC) members traveling on behalf of HOSA-Future Health Professionals represent all members, the rest of the International Executive Council, and the organization. IEC members are expected to wear the official HOSA uniform (when appropriate) when traveling on HOSA business and conduct themselves accordingly. IEC members are required to follow the HOSA Code of Conduct.
2. For any travel, a HOSA IEC Member Travel Request Form must be completed and sent to HOSA Headquarters by the sponsoring Chartered Association or organization.
3. Based on the travel budget for the year, all officer travel must be approved by the HOSA IEC Coordinator and the HOSA Headquarters.
4. Chartered Associations requesting an IEC member to travel to their state, territory, or country (for a conference or speaking engagement, etc.) will assume responsibility and expenses for onsite single room lodging, meals, and transportation. HOSA will absorb all travel expenses to and from the conference if the travel is approved unless it is the IEC member's home state.
5. Newly elected officers are required to participate in a required training session. HOSA will incur all transportation, lodging, and meal expenses. Failure to participate in the training will jeopardize officers' continued service.
6. HOSA IEC members who serve on the HOSA, Inc. Board of Directors will have their round-trip travel, lodging, and meal expenses for the official HOSA, Inc. Board Meeting absorbed by HOSA.
7. The HOSA International Leadership Conference and Washington Leadership Academy expenses for transportation, lodging, a maximum of \$50 per day for meals, and registration fees will be absorbed by HOSA.
8. Travel and single room lodging will be arranged by HOSA, unless prior permission is granted. If changes are made to the flight or hotel lodging that is already booked, the IEC member may be required to absorb the cost of the change.
9. Reimbursements will be processed when HOSA Headquarters receives a completed reimbursement form and attached receipts. Per diem requests must be sent to the HOSA Director of Finance at least 2 weeks before HOSA-related events.
10. HOSA has minor insurance coverage for IEC travel. HOSA will not be held responsible for injuries to officers even though they are traveling on HOSA business.

NOTE: Remember, simply returning home does not complete a travel assignment. Officers need to submit a report to the HOSA International President and the HOSA IEC Coordinator and send follow-up "thank you" letters to those individuals and groups who made the trip possible. Letters may be sent to your host state or local advisor, your own state or local advisor, state or local officers, HOSA HQ, and/or sponsors or contributors.

When traveling on HOSA business, you will be traveling alone. (If your school requires that an advisor or parent travel with you, the party making the request will absorb all expenses for travel). Your employer and/or school administrator should be made aware of your travel requirements as soon as you are elected.

I understand and agree to abide by the above travel policies.

Applicant's Signature

Date

HOSA Social Media Review Acknowledgement & Conduct Agreement

Members of the HOSA International Executive Council serve as ambassadors of HOSA–Future Health Professionals at all levels. As visible representatives of the organization, IEC members are expected to demonstrate professionalism and integrity in both in-person and digital spaces. Reviewing social media platforms helps ensure alignment with HOSA’s mission, values, and conduct expectations.

Social Media Review Acknowledgment

I understand my social media accounts may be reviewed as part of the IEC application and selection process. I acknowledge that content reflecting unprofessional conduct or misalignment with HOSA’s values may impact my eligibility. If elected, I understand that my digital presence should continue to reflect the standards expected of an IEC member.

Social Media Conduct Agreement

I agree to represent HOSA in a professional and respectful manner across digital platforms and to follow all HOSA social media policies, branding guidelines, and conduct expectations outlined in official HOSA documents.

Applicant Certification

By signing below, I acknowledge this review process and agree to uphold HOSA’s standards of professionalism both online and offline.

Printed Name _____

Applicant’s Signature _____

Date _____

Important Dates for Applicants

May 1, 2026 Application due via the following link: hosa.org/IECApplication.

May 10, 2026 Official notification of application acceptance.

Applicants are responsible for staying informed throughout the IEC application process. All official updates and reminders will be communicated via email and official HOSA channels. Applicants should regularly check their inbox, including spam folders.

June 17-20, 2026 International Leadership Conference (Indianapolis, IN)

TBD (~July 27-31, 2026) International Executive Council Training (Southlake, TX)

Questions?

Any questions regarding the International Executive Council application, applicant/candidate process, or campaign rules should be emailed to **Jeet Sridhar, Nominating Committee Chair, at jeet.sridhar@hosa.org**



Mid Application Message - International Executive Council

We believe in YOU. Dear applicant, as you look ahead to the journey before you, we hope you feel both proud and at peace. This process is designed to recognize your commitment, not to overwhelm it. Please know that you are supported as you step forward. From the IEC, we wish you the best of luck and are spreading bright positivity all around. As always, for any questions, clarifications, or support at any point in this process, please feel free to connect with your IEC or reach out directly to me, President-Elect Jeet, at jeet.sridhar@hosa.org. We are here to support you every step of the way!

ILC Schedule:

Please note times and locations are subject to change. Final times and locations will be printed in the ILC program and conference app.

Tuesday, June 16, 2026		
<i>Time</i>	<i>Event</i>	<i>Location</i>
6:00 PM – 8:00 PM	IEC Applicant Orientation & Exam. Applicants will attend a brief orientation and sit for the written exam.	TBD
11:00 PM	Posting of the Interview Schedule	HOSA ILC Headquarters
Wednesday, June 17, 2026		
7:00 AM – 12:00 PM	IEC Applicant Interviews. Interviews scheduled by appointment. Please arrive 10 minutes prior to schedule time to check-in.	TBD
12:30 PM – 1:30 PM	Current State Officer + Former IEC Alumni Reception. State officers + Former IEC Alumni are invited for a fun session with members of the IEC! Applicants are also invited to attend!	TBD
2:00 PM - 2:30 PM	Announcement of the IEC Slate	HOSA ILC Headquarters
2:30 PM – 5:00 PM	Voting Delegate Orientation. Candidates will be introduced to Voting Delegates during the Voting Delegate Orientation.	TBD
Thursday, June 18, 2026		
9:00 AM – 12:00 PM <i>*Candidates should arrive at 8:25 AM</i>	Meet the Candidates Breakfast and Forum. Candidates will participate in activities and interact with Voting Delegates.	TBD
4:30 PM – 6:00 PM	Candidate Speech Forum. Candidates will give their campaign speeches to Voting Delegates. The forum is open to the public.	TBD
Friday, June 19, 2026		
8:30 AM – 11:30 AM	HOSA Business Session: Election of the IEC. Candidates will be introduced; voting will take place.	TBD
7:30 PM – 9:30 PM	Recognition Session: Announcement of the 2026-27 IEC	TBD
Saturday, June 20, 2026 * if elected		
8:00 AM – 9:30 AM	IEC Transition Breakfast* The 2025-26 and 2026-27 officer teams will meet with each other and HOSA Headquarters staff.	TBD
All Day	Rehearsal and Support at the Awards Sessions* The 2025-26 and 2026-27 officer teams will meet for rehearsal practice and remain through the Awards Session for duties as assigned.	TBD

Distinction between IEC Applicant and Candidate

You are considered an International Executive Council APPLICANT once your submitted application is accepted by the Nominating Committee. You remain an “applicant” until you pass the IEC written exam at the International Leadership Conference and have been interviewed by the Nominating Committee. Slating will take place at the International Leadership Conference during a Nominating Committee Meeting after the conclusion of all of the interviews. Once you are slated for a position on the International Executive Council, you are considered a **CANDIDATE**.

Requirements to be an **applicant**:

- Submit an IEC application with all required documents
- Receive acceptance as an applicant by the Nominating Committee

Below are important rules and reminders that all applicants must follow:

- Contact with Voting Delegates is NOT PERMITTED (see suggested responses in section below)
- Virtual campaigning is NOT PERMITTED

Requirements to be a **candidate**:

- Fulfill all the requirements to be an applicant
- Pass the IEC written exam with a score of or over 75%
- Complete an interview with the HOSA Nominating Committee
- Slated to run for a position on the HOSA International Executive Council

Important rules and reminders that all candidates must follow are on the next page.

Interacting with Voting Delegates and HOSA Members

To avoid any form of campaigning, applicants are encouraged to maintain professional and neutral conversations with potential applicants, voting delegates and HOSA members prior to ILC. If asked about candidacy, example responses may include:

- “Thank you for taking the time to reach out! I’m extremely grateful you did so, but unfortunately, I’m unable to provide any more information pertaining to my application until the candidates for the IEC are announced at this year’s ILC.”
- “I appreciate your interest, but I’m currently not able to speak to elections or candidacy at this point in time. I look forward to hopefully meeting and connecting with you at ILC!”
- “Hey, thank you so much for reaching out, but unfortunately, I’m not able to speak about my potential candidacy any further at this point until HOSA makes an official statement regarding its candidates with the announcement of the slate. Thank you so much for your understanding and support.”

HOSA Campaign Rules

Please review carefully, understand, and adhere to the following campaign rules.

1. The campaign rules and regulations must be strictly adhered to prior to and during the conference. Any violation of campaign rules will result in the disqualification of the applicant/candidate.
2. Campaign speeches cannot exceed two (2) minutes. Visual aids or audiovisual productions are NOT permitted.
3. Campaigning may begin ONLY AFTER the slate of qualified candidates is announced by the HOSA Nominating Committee at the International Leadership Conference.
4. Candidates may campaign at a chartered association caucus by invitation of the chartered association only. Other assigned areas for campaigning will be announced at the conference.
 - a. As per Robert Rules of Order, 12th edition, 58:19, "Prior to or during a convention, members of a delegation may need or wish to meet as a group to decide how they will act with reference to certain matters to come before the convention; a meeting of this kind is usually called a caucus."
5. Online, virtual, electronic, and social media campaigning are NOT PERMITTED. This includes but is not limited to:
 - a. Emailing individual HOSA members, Voting Delegates, Chartered Associations, and/or State Advisors.
 - b. Using Social media platforms and/or messaging apps for campaign use.
 - These platforms include, but are not limited to, Facebook, Instagram, X, Discord, Snapchat, WhatsApp, GroupMe, TikTok, Tumblr, Medium, etc.
 - c. Creating any personal websites or candidate-specific social media accounts (i.e., event pages or fan pages).
 - d. Responding to any communications sent by voting delegates prior to the announcement of the slate at the International Leadership Conference. (See recommended responses on the next page).
 - e. If a Chartered association, chapter, or individual posts content referencing a member's potential or active candidacy, the applicant/candidate is expected to take reasonable steps to request that the content be removed or revised to not include reference to their interest in the IEC.
6. Verbal campaigning will be permitted. NO props, favors, or other campaign materials will be allowed to be distributed during the campaign.
7. Candidates may not host or participate in election-related meetings without prior approval from the State Advisor, International HOSA, and the Nominating Committee.
8. After the official slate is announced at ILC, in-person verbal campaigning is allowed only during designated times and locations. Conduct must remain professional and respectful.
9. Social Media Etiquette and Professional Conduct: Online campaigning is prohibited. Candidates must keep digital content neutral and may not reference candidacy or elections directly or indirectly.

The campaign rules and regulations must be strictly followed before and at ILC.
**ANY VIOLATION OF THE CAMPAIGN RULES WILL RESULT IN THE DISQUALIFICATION
 OF THE APPLICANT/CANDIDATE.**

Suggested Study References for the IEC Written Examination

IEC applicants **MUST** pass the IEC written exam as an eligibility requirement **BEFORE** receiving an interview with the HOSA Nominating Committee. The written exam will be one-third (1/3) parliamentary procedure-related and two-thirds (2/3) HOSA-related. The **passing score will be 75%**. Applicants will have 60 minutes to take the 50 multiple-choice, in-person exam at the International Leadership Conference.

Use of any study materials during the exam and/or the discussion of the exam questions and answers with any other IEC applicant/candidate, HOSA member, or advisor will result in the disqualification of the applicant/candidate

REVIEW THE FOLLOWING	OFFICIAL REFERENCES
HOSA Core Values HOSA Creed International Leadership Conference International Executive Council Titles HOSA Inc. Board of Directors HOSA Headquarters Staff	www.hosa.org https://hosa.org/history/ https://hosa.org/ilc/ https://hosa.org/executive-council/ https://hosa.org/hosa-inc-board-of-directors/ https://hosa.org/hosa-headquarters-staff/
HOSA Bylaws & HOSA, Inc. Bylaws	https://hosa.org/publications/
HOSA Handbook, Section A, Latest Edition	https://hosa.org/hosa-handbook/
Policies and Procedures Manual	https://hosa.org/publications/
HOSA eMagazine 2025-2026 Editions	https://hosa.org/emagazine/
Parliamentary Procedure – “Robert’s Rules of Order, Newly Revised”	<i>Robert’s Rules of Order, Newly Revised in Brief. Latest Edition</i>

Overview of the Interview Process + Candidate Review and Selection Process

The IEC interview is a required component of the selection process that allows applicants to further explain their leadership experiences and demonstrate their communication skills and readiness to serve at the international level. Interviews are conducted by the HOSA Nominating Committee and provide an opportunity for candidates to expand on their application materials and discuss their understanding of HOSA’s mission and organizational structure.

The IEC application and interview process is competitive, and participation in **an interview DOES NOT guarantee candidacy**. Following the completion of all interviews, the HOSA Nominating Committee conducts a comprehensive review of each applicant, considering interview performance, leadership experience, preparedness for the responsibilities of international office, and current organizational needs. Final decisions regarding advancement are made based on this evaluation.

The next three pages are for your reference only and are **NOT** to be completed and sent to HOSA with the IEC Application.

Example IEC Applicant Rating Sheet

Name of Applicant _____

Desired Office _____

Division _____ State _____ Region _____

Passed Exam with 75%	Yes	No
Junior Classification in High School	Yes	No
Minimum 2.0 GPA	Yes	No
An active member of HOSA	Yes	No

INSTRUCTIONS: The Nominating Committee will rate applicants' responses to selected questions based on certain criteria. Applicants are graded on a 0-4 scale where 0 is unacceptable, 2-3 is adequate, and 4 is exceptional.

Clarity & Organization	0	1	2	3	4
Insight & Depth	0	1	2	3	4
Grammar, Authenticity & Voice	0	1	2	3	4
SR #1 Score _____ SR #2 Score _____ SR #3 Score _____					

Final Essay Responses Score = SR#1 SCORE + SR #2 SCORE + SR #3 SCORE = _____/36

The following pages contain detailed grading rubrics outlining the evaluation criteria for specific components of the application packet. You **DO NOT** have to fill any of these portions. These pages are for your reference.

Sample Reference

Example Short Response Grading Rubric

0	1	2	3	4
<ul style="list-style-type: none"> - Does not follow prompt, irrelevant to the topic - No effort in writing - Barely makes reference to the task 	<p>Clarity & Organization</p> <ul style="list-style-type: none"> - Very brief or obscure writing - Distracting errors hinders reading - Immature writing style - No variety in sentence structure 	<p>Clarity & Organization</p> <ul style="list-style-type: none"> - Lacks control over voice or tone - Simplistic sentences - Organizational problems - Organization has no larger purpose - Confusing to the reader 	<p>Clarity & Organization</p> <ul style="list-style-type: none"> - Immature writing, style - No variety in sentence structure - Basic organization but confusing to the reader - Organization has no larger purpose 	<p>Clarity & Organization</p> <ul style="list-style-type: none"> - Very focused and persuasive - Advanced vocabulary - Stylistic Flair (8), exceptional flair (9) - Organization and transitions guide the reader - Quotes flow seamlessly
	<p>Insight & Depth</p> <ul style="list-style-type: none"> - Unclear arguments and organization - Little support for what argument is present 	<p>Insight & Depth</p> <ul style="list-style-type: none"> - Argument is simplistic - Support is wordy, repetitious, incomplete/ irrelevant - States argument but does not fully address 	<p>Insight & Depth</p> <ul style="list-style-type: none"> - Simplified understanding of the prompt - Not a significant amount of support or large blocks of quoted texts 	<p>Insight & Depth</p> <ul style="list-style-type: none"> - Very thorough analysis of prompt - Convincing and specific support from text - Ideas expressed are fully developed and insightful
<ul style="list-style-type: none"> - Does not attend the interview - No effort in answering questions - Barely refers to the position in which they are seeking 	<p>Communication Techniques</p> <ul style="list-style-type: none"> - Obscure or hard-to-hear responses - Distracting mannerisms hinder understanding 	<p>Communication Techniques</p> <ul style="list-style-type: none"> - Voice is clear and at an understandable pace - Appropriate use of vocabulary and grammar - Heavy use of filler words (um, like, etc.) 	<p>Communication Techniques</p> <ul style="list-style-type: none"> - Voice and pronunciation are clear and precise - Appropriate use of vocabulary and grammar - Applicant makes frequent eye contact and uses appropriate body language 	<p>Communication Techniques</p> <ul style="list-style-type: none"> - Voice and pronunciation are exceptional - Exceptional vocabulary and grammar - Applicant communicated their personal connection and investment in HOSA - Applicant asked thoughtful follow-up questions

Sample Reference
Example Interview Grading Rubric

0	1	2	3	4
<ul style="list-style-type: none"> - Does not attend the interview - No effort in answering questions - Barely refers to the position in which they are seeking 	Professionalism	Professionalism	Professionalism	Professionalism
	<ul style="list-style-type: none"> - Applicant is not in HOSA Uniform or partial HOSA uniform - Applicant appears disheveled and unprepared 	<ul style="list-style-type: none"> - Applicant is dressed in HOSA Uniform - Applicant has poor posture and mannerisms 	<ul style="list-style-type: none"> - Applicant is dressed in HOSA Uniform - Applicant makes frequent eye contact and uses appropriate body language 	<ul style="list-style-type: none"> - Applicant is dressed in HOSA Uniform - Applicant has confident posture and mannerisms - Applicant has exceptional eye contact and use of body language
<ul style="list-style-type: none"> - Does not attend the interview - No effort in answering questions - Barely refers to the position in which they are seeking 	Oral Interview	Oral Interview	Oral Interview	Oral Interview
	<ul style="list-style-type: none"> - Unwilling to serve in a recommended position - Lack of enthusiasm - Does not respond to questions 	<ul style="list-style-type: none"> - Demonstrates little or incorrect knowledge of position and HOSA - Responses are simplistic 	<ul style="list-style-type: none"> - Simplified understanding of the office and willingness to serve - Not a significant knowledge of HOSA and the position - Simplistic responses without providing any details 	<ul style="list-style-type: none"> - Impressive understanding of the office and willingness to serve - Exceptional knowledge of HOSA and the position - Ideas expressed are fully developed and insightful - Shows great enthusiasm
<ul style="list-style-type: none"> - Does not attend the interview - No effort in answering questions - Barely refers to the position in which they are seeking 	Communication Techniques	Communication Techniques	Communication Techniques	Communication Techniques
	<ul style="list-style-type: none"> - Obscure or hard-to-hear responses - Distracting mannerisms hinder understanding 	<ul style="list-style-type: none"> - Voice is clear and at an understandable pace - Appropriate use of vocabulary and grammar - Heavy use of filler words (um, like, etc.) 	<ul style="list-style-type: none"> - Voice and pronunciation are clear and precise - Appropriate use of vocabulary and grammar - Applicant makes frequent eye contact and uses appropriate body language 	<ul style="list-style-type: none"> - Voice and pronunciation are exceptional - Exceptional vocabulary and grammar - Applicant communicated their personal connection and investment in HOSA - Applicant asked thoughtful follow-up questions

Frequently Asked Questions (FAQ)

1. How will I know if my application has been accepted, and what happens afterward?

You will receive an official acceptance email from the Nominating Committee on the date listed in the Important Dates section. Once accepted, you become an IEC Applicant and must attend the Applicant Orientation and written exam at ILC, followed by your scheduled interview. You remain an Applicant until the slate is posted.

2. What should I do if someone asks about my potential candidacy before the slate is announced?

You must not discuss elections or your application with any Voting Delegates or HOSA members who ask about your potential candidacy. Instead, you should give a brief, neutral response that politely redirects the conversation until after the Nominating Committee announces the slate at ILC (refer to page 18)

3. When am I officially allowed to start campaigning?

You may begin campaigning only after the Nominating Committee releases the official slate at ILC. Before that moment, any form of campaigning—direct or indirect—is prohibited, and discussing your candidacy can result in disqualification. Once the slate is posted, you may verbally campaign in person but must follow all campaign rules.

4. What kind of campaigning is allowed during ILC?

During ILC, candidates may speak with Voting Delegates in person and answer questions about their goals, qualifications, and vision for HOSA. Physical materials such as flyers, stickers, headshots, signs, and giveaways are not allowed, and online or digital campaigning remains strictly prohibited throughout the entire process.

5. Do I need to wear the official HOSA uniform for all parts of the application process at ILC?

You are expected to wear the official HOSA uniform for the interview, the Candidate events, and any official appearances listed in the ILC schedule. The uniform helps ensure professionalism and consistency and reflects the standards expected of International Executive Council members.

6. What happens if I fail the written exam at ILC?

If you do not earn a score of 75% or higher on the written exam, you are not eligible to proceed to the interview stage and therefore cannot be considered for the slate. The exam is a required component of eligibility, so it is important to thoroughly review the recommended study materials provided in the guide.

7. What should I do if I realize I am missing a required form, document, or signature close to the application deadline?

You must obtain all required signatures and documents before the application deadline, as incomplete applications cannot be accepted. If you notice a missing form near the deadline, it is your responsibility to immediately contact the necessary advisor, school official, or State Advisor to secure it. Late submissions and missing documents cannot be accommodated.