



## CHAPTER AFFILIATION INSTRUCTIONS

Welcome to the HOSA Affiliation Process.

Please Note: Chapters will be expected to pay for all affiliated members. HOSA does not allow substitutions for those members. Local advisors are encouraged to complete the affiliation process carefully and accurately.

- Important Considerations:
  - Be sure to check the spelling of members names. Please capitalize the first letter of each member's first and last name.
  - At least one (1) advisor must be affiliated. If you are the advisor for more than one chapter, only affiliate with one of the chapters. Otherwise, you will be charged the membership fee for each time you are affiliated.
  - The Affiliation Application does not need to be completed all at once. Advisors can log out and return to the Home Screen at any time. There will be a red "Finish Application" button on the Home Screen.
  
- Membership Fees
  - **New for 2020-21, Chapters may pay membership fees online with a credit card.**
  - If paying by check, Chapter Membership Fees are **sent directly to HOSA (National Office)**, 548 Silicon Drive, Suite 101, Southlake, TX 76092

**NEED ASSISTANCE DURING THE CHAPTER AFFILIATION PROCESS?** Contact PENN HOSA State Advisor Walt Schlauch at [wslauchhosa@gmail.com](mailto:wslauchhosa@gmail.com) or 484-854-0047

Before You Begin the Process Make Certain That You Have:

1. **Your charter # and password;** If you have misplaced your charter # and/or password, contact PENN HOSA State Advisor Walt Schlauch at [wslauchhosa@gmail.com](mailto:wslauchhosa@gmail.com) or 484-854-0047.
2. **A list of members and their email addresses. If possible HOSA prefers a personal email over a school email that will not be turned off when the student graduates.**

### DIRECTIONS FOR CHAPTER AFFILIATION:

1. Access the National HOSA homepage @ [www.hosa.org](http://www.hosa.org)
2. In the blue area, upper right corner of screen, click on: LOGIN
3. On next screen, insert "Charter # and Password" - Click "Login" to access the Chapter Home Page
4. Under Membership, click the + button and follow screen prompts.
5. Please be sure to complete all applicable fields.
6. Chapter Demographics Information Screen – **PLEASE NOTE THE FOLLOWING CLARIFICATION:**  
Information on this screen should reflect the total number of students in your chapter not just those being affiliated.

## **TO COMPLETE SUPPLEMENTAL AFFILIATION**

You may add members at any time throughout the school year by completing the process the same way you did for your initial (first) membership.

## **DON'T PANIC**

\*\*\*\* If you discover a mistake after completing the affiliation process, please contact State Advisor, Walt Slauch, at [wslauchhosa@gmail.com](mailto:wslauchhosa@gmail.com). He will help you correct mistakes or contact National HOSA on your behalf and request that corrections be made.