

**APPLICANT CHECKLIST
FOR EAACI QUALITY CENTERS
(1) GENERAL TOPICS**

The current document summarizes the steps that need to be followed before online submission.

1)	EAACI webpage on Quality Centers was reviewed for obtaining necessary information for the application process.
2)	Document of “Instruction of EAACI Quality Centers” was reviewed for general information on the process
3)	Relevant requirements were reviewed (for the standards related to the individual application, please see the corresponding document).
4)	Application form was filled and signed.
5)	A Word file report was prepared, including all necessary information related to cover each basic standard of the Quality Center application type.
6)	Checklist specific to the Quality Center category desired was reviewed.
7)	The evidence indicated in the evidence box for each basic standard were uploaded in digital format (jpeg images or electronic documents such as word files or pdf). The centers can upload additional evidence to support their eligibility and competency. (The digital evidences can be in native language)
8)	The area of improvement was also filled if any of the standard existed at the time of application. Relevant evidence was uploaded in digital form (please see above)
9)	Online submission including the report and digital proof was finalised.

Following your submission; a confirmation email will be sent to you. After checking your applications, if there is a missing part or a part that needs revision, you will receive another email asking about correction of your application. Once, required organization is done, the center can re-apply. Please see “Instruction of The Quality Centers” for detail of this process.

EAACI is aware of the diversity in regulations across countries, which may lead to a limitation for covering some of the basic standards. So, if any of the standards are not covered due to local regulations or data protection policy, please first contact the Quality Committee to evaluate the eligibility of your application.