

## **HOW TO PREPARE YOUR APPLICATION FOR THE EAACI QUALITY CENTRES?**

### **Guidance Document for EAACI Quality Centre Applications**

#### **Why Has EAACI Established Quality Centres?**

The initiative supports EAACI's mission to improve the quality of healthcare, research, and education in allergy and clinical immunology across Europe.

The goal is to raise standards in patient care, research, and education, while enhancing collaboration between centres throughout the continent.

#### **Which Quality Centre Category Should You Apply For?**

EAACI Quality Centres is an umbrella term encompassing several certification categories.

These categories include:

- EAACI Centre of Excellence (ECE)
- EAACI Advanced Research Centre (ARC)
- EAACI Certified Clinical Centre (ECCC)
- EAACI Certified Clinical and Research Centre (ECCRC)

ECE and ARC are intended for centres with high academic output. ARC differs from ECE in that it does not involve patient care. Applicants may only apply for one of these categories.

ECCC is awarded to centres that meet the essential criteria for high-quality patient care in a specific field (e.g., Asthma, Food Allergy).

ECCRC is a higher-level certification for centres that meet all clinical standards and demonstrate additional excellence in research for the specified field.

Applicants may choose either ECCC or ECCRC, depending on their ability to meet the corresponding criteria.

Centres may apply for multiple certifications in different clinical areas, provided they meet the required standards for each.

#### **Who Is Eligible to Apply?**

Review the Standards Document for your desired certification (e.g., ECE or ECCC for Asthma) and confirm that your centre meets all basic (essential) standards.

If your centre fulfils these criteria and you can provide the required evidence, you are eligible to apply.

## **When Can You Apply?**

Application calls are held twice annually for all centre categories:

First Call: 1 September – 30 October

Second Call: 15 January – 15 March

## **How Are Standards Determined?**

EAACI ensures that the development and assessment of Quality Centre standards follow a continuous quality improvement model: Planning, Doing, Checking, Revising.

Each centre is assessed based on two standard types:

### **1. Basic (Essential) Standards**

- Mandatory for initial certification.

Designed to confirm that a centre provides evidence-based, standardized care.

### **2. Areas for Improvement**

- Not mandatory at initial application.

Progress in these areas will be assessed during re-certification or interim evaluations.

Intended to expand impact and foster scientific and educational collaboration across Europe.

## **How to Apply**

- Review the relevant Standards Document
- Prepare a Report outlining how your centre meets each standard
- Attach all required digital evidence (refer to the Evidence Checklist)
- Complete the Evidence Checklist Form by listing each document under the appropriate section
- Complete the General Checklist Form
- Fill and sign the Application Form
- Submit all documents electronically via the official EAACI Quality Centres webpage

## **Key Resources for Preparation**

EAACI provides several essential documents to support your application:

- Instructions for EAACI Quality Centres – General information
- Questions & Answers – Detailed guidance on the application process
- Standards Documents – Specific to each certification type
- Evidence Checklists – Tailored to each application type
- General Checklist Form – An overview of application steps
- Application Form – To specify centre type, contact details, and applicant information

### **How to Prepare Your Report**

- Describe how your centre meets each basic standard
- Indicate the corresponding evidence number and name in parentheses within the report text
- Submit the report as a PDF document

### **How to Prepare Digital Evidence**

- Refer to both the Standards Document and Evidence Checklist for your selected category
- Evidence must be provided in digital format (e.g., PDF, JPEG)
- Use the Evidence Checklist Form to confirm all documentation is included and clearly named
- Organize files into folders by section (e.g., “Section 1.1: Aim and Strategy”)
- Number and label files descriptively (e.g., Section 1.1 – Strategic Plan)
- Additional evidence to demonstrate competence is welcome
- While not required, evidence for “Areas for Improvement” may be submitted if available
- Digital evidence can also be combined into a single PDF, organized by section
- Documents may be submitted in the native language

### **How to Submit Your Application**

Once all components are complete:

Submit the Report, Digital Evidence, Evidence Checklist Form, General Checklist, and signed Application Form electronically through the EAACI Quality Centres webpage.

### **Special Considerations**

EAACI acknowledges variations in national regulations that may prevent centres from fulfilling certain requirements (e.g., due to data protection laws). If such limitations apply, please contact the Quality Committee in advance to assess your eligibility.

For any questions, feel free to contact us directly: [\*\*qualitycentre@eaaci.org\*\*](mailto:qualitycentre@eaaci.org)