

Your NDIS Registration

Is registration mandatory?

You must be registered to provide:

- specialist disability accommodation (SDA)
- specialist behaviour support services
- supports or services to NDIS participants with NDIA-managed funding
- plan management services

You must also get registered if you plan to use [regulated restrictive practices](#)

Residential aged care providers that deliver supports and services to participants must be registered with the NDIS Commission and comply with relevant NDIS Practice Standards.

No earlier than 1 July 2025 all Platform Providers, SIL Services and Support Coordination services commence transition into mandatory registration.

How much does it cost?

Submitting your application is free, however you will need to budget the cost of the audit against the NDIS Practice Standards - and ongoing audit costs moving forward as part of your compliance requirements

The key steps for the NDIS Registration Process are

1. Make sure you're eligible:

- have an Australian Business Number (ABN)
- be able to demonstrate (provide evidence) of your ability to deliver the classes of supports and services you are applying for

2. Check your workers have been screened:

- make sure all workers who are in [risk-assessed roles](#) have a valid [worker screening clearance](#)
- failing to ensure relevant workers, including key personnel, have a valid worker screening clearance may lead to delays in your application being processed

3. Prepare to apply:

you'll need:

- a PRODA account - if you don't have one, you can [register for a PRODA account](#)
- your organisation's details, including corporate structure, governance arrangements and locations
- your [key personnel's](#) details, including their names, date of birth and contact details
- the NDIS supports and services you plan to provide
- supporting evidence (if required) to show you meet certain requirements

4. Application Process:

log in to the NDIS Commission Portal

- select 'My Applications'
 - complete and submit an application
- the application form includes:
- a self-assessment against the applicable NDIS Practice Standards, including evidence to support comments [**more than quality** can assist by conducting an *internal audit to give you confidence you are ready*]
 - questions about the suitability of the applicant and key personnel - for example, has the applicant or any key personnel ever been declared bankrupt or convicted of an indictable offence.
 - you must complete your application within **60 days** of starting it or it will be deleted, and you will need to start again

5. Get audited:

- when you submit your application, you will get an email with an Initial scope of audit document that explains:
 - the [type of audit](#) you need
 - the information you need to share with your auditor
- choose an auditor from the list of [approved quality auditors](#) - we recommend getting more than one quote
- when the audit is complete, the auditor may ask you to fix any issues identified during the audit process
- the auditor then submits a recommendation to the NDIS Commission

6. Application review:

- the NDIS Commission will consider the auditor's recommendation and assess your suitability as a provider, including your [key personnel](#)

7. Decision:

- you'll be contacted if your application has been approved or refused - if the NDIS are planning to refuse your application, you will be invited to provide information before a final decision is made
- the time taken to process your application depends on the size and scale of your organisation
- it also depends on the range of supports and services you deliver and how complex these are

8. Registration Certification:

- successful applicants will get a certificate of registration that has:
 - the services or supports you are registered to provide
 - the period of registration

- any conditions you must comply with to maintain your registration
- your registration details will be published on the [Provider Register](#)

Find an Auditor

Only approved auditing bodies, called Approved Quality Auditors, can assess whether a NDIS provider complies with the NDIS Practice Standards.

[CLICK HERE to see the current list of NDIS approved Auditors](#)

Audit Types

Verification

Providers registering for lower risk registration groups must undergo the verification module of the NDIS Practice Standards. These providers must have evidence of relevant qualifications as well as incident, complaint and risk management policies

Certification

All providers registering for higher risk groups must complete the core module of the NDIS Practice Standards. For providers delivering higher risk supports, they must complete one or more supplementary modules of the Practice Standards

NDIS Practice Standards

The NDIS Practice Standards specify the quality standards that need to be met by registered NDIS providers delivering supports and services to NDIS participants. The Standards also raise participants' awareness of what quality service provision they should expect from registered providers.

a core module that applies to all registered NDIS providers delivering higher risk supports and services

- [rights and responsibility for participants](#)
- [provider governance and operational management](#)
- [provision of supports](#)
- [provision of supports environments](#)

supplementary modules that apply depending on the types of NDIS supports and services being delivered

- [high intensity daily personal activities](#)
- [specialist behaviour support](#)
- [implementing behaviour support plans](#)
- [early childhood supports](#)
- [specialised support co-ordination](#)
- [specialist disability accommodation](#)

a verification module that applies to all registered NDIS providers delivering lower risk supports and services

- human resource management
- risk management
- complaints management and resolution
- incident management

Conditions of Registration

The registration of a NDIS provider is subject to conditions, these include:

- compliance with the applicable [NDIS Practice Standards](#)
- compliance with the [NDIS Code of Conduct](#)
- compliance with applicable state, territory and Commonwealth laws
- having effective systems and practices for [managing complaints](#) and [managing incidents](#)
- ensuring workers in certain roles, including key personnel, have [NDIS Worker Screening](#) clearances
- meeting [notification requirements](#)
- meeting [quality audit requirements](#)
- if applicable, meeting [behaviour support requirements](#), including reporting the use of regulated restrictive practices to the NDIS Commission

Need help getting started – let's connect: hello@morethanquality.com.au

