



INSPIRE COMMUNITY
CONSULTANTS

NDIS Registration Process

A Guide For
New Businesses



Document Purpose

The National Disability Insurance Scheme (NDIS) is an Australian government initiative designed to provide support to individuals with disabilities. For businesses aiming to provide services under the NDIS, registration is essential.

This guide outlines the detailed steps required for NDIS registration, ensuring that new businesses understand the process thoroughly.



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Understanding NDIS Registration

NDIS registration allows businesses to deliver services funded by the NDIS. Registered providers are subject to oversight and must adhere to the NDIS Practice Standards, ensuring the delivery of safe and high-quality services to participants.

Eligibility Requirements

To register as an NDIS provider, businesses must meet certain eligibility criteria, including:

- Legal structure (e.g., company, partnership, sole trader).
- Compliance with Australian laws and regulations.
- Financial viability to deliver services.

Types Of Registration

There are two primary types of registration:

1. Registered Provider: For businesses intending to deliver services that are funded through the NDIS.
2. Non-Registered Provider: For those who will not deliver NDIS-funded services directly but may work with registered providers.



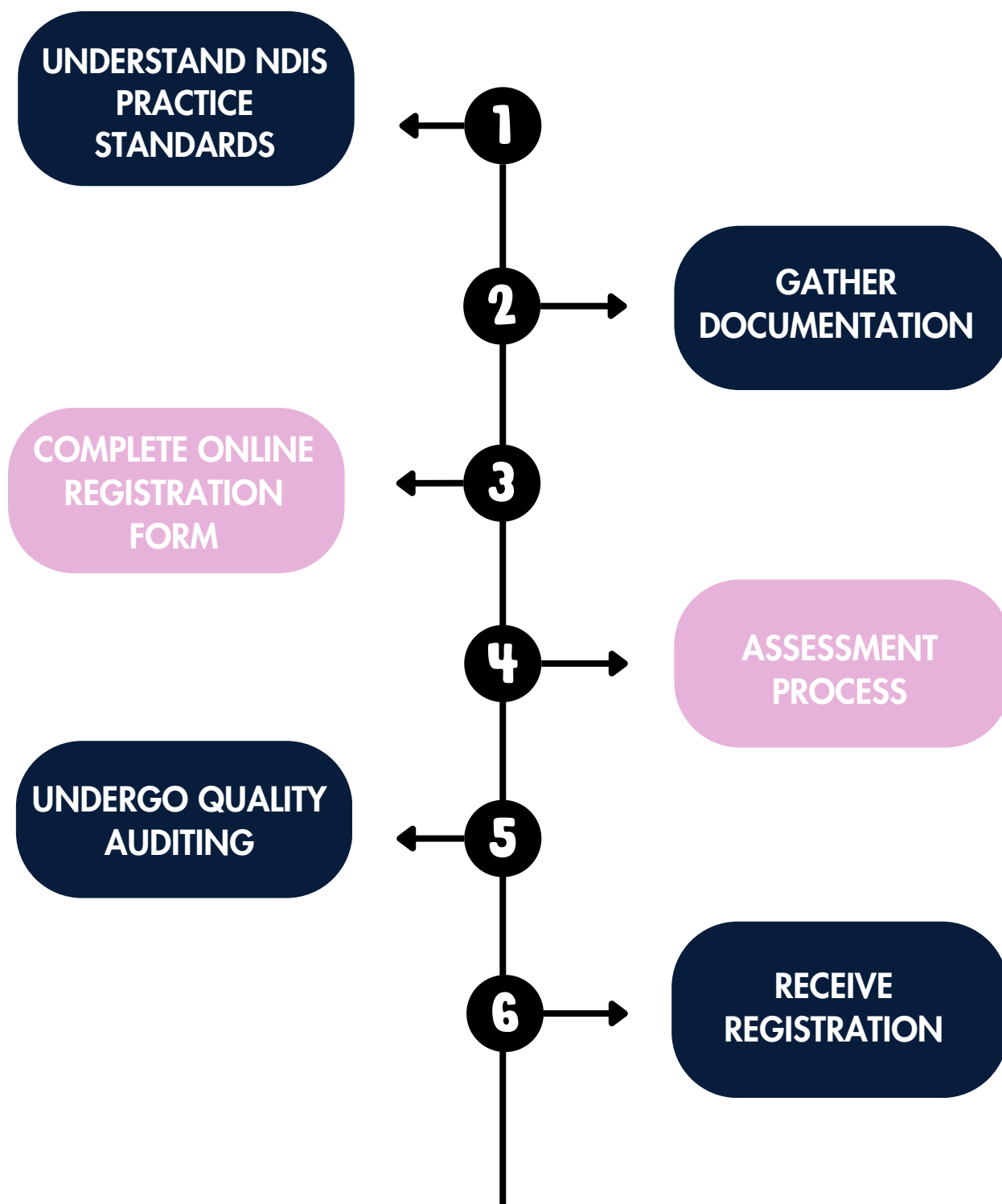
Preparing For Registration

Preparation is key to a successful application. Steps include:

- Understanding NDIS Practice Standards: Familiarise yourself with the standards that apply to your services, including quality and safety.
- Training Staff: Ensure that your staff is trained in the NDIS framework and the specific services you plan to offer.
- Developing Policies and Procedures: Create documentation that reflects your business's commitment to quality service delivery.



REGISTRATION PROCESS STEPS





Registration Process Steps

Step 1: Understand the NDIS Practice Standards

- Review the NDIS Practice Standards relevant to your service type.
- Ensure that your business practices align with these standards, focusing on areas such as participant rights, service provision, and governance.

Step 2: Gather Necessary Documentation

- Business Information: Include your business structure, financial statements, and governance arrangements.
- Policies and Procedures: Document your service delivery framework, risk management strategies, and participant engagement processes.
- Staff Qualifications: Collect evidence of staff qualifications, training, and experience.

Step 3: Complete the Online Application

- Access the NDIS Provider Registration Portal and create an account.
- Fill in the application form, providing detailed information about your business, including:
 - Type of services offered.
 - Evidence of compliance with the NDIS Practice Standards.
 - Details of your workforce and their qualifications.

Submit the application along with all required documentation.

Step 4: Assessment Process

- Initial Review: The NDIS Commission will review your application for completeness and compliance.
- Assessment Type: Depending on the scope of your services, you may undergo a:
 - Verification Assessment: For lower-risk providers.
 - Certification Audit: For higher-risk providers requiring a thorough audit against NDIS Practice Standards.



Registration Process Steps Continued...

Step 5: Select A Quality Approved Auditor & Undergo An Audit

After you submit your online application, you will receive an 'initial scope of audit' document by email from the NDIS Commission, summarising whether you require a 'verification' or 'certification' audit and information your organisation needs to share with your chosen approved quality auditor.

It is your responsibility as the applicant to engage an approved quality auditor to undertake the audit. You can request a quote from more than one auditor to make your decision. They will use the 'initial scope of audit' document you received to quote for their services. You can also discuss your specific needs and circumstances with auditors to negotiate the best value.

After you have selected an approved quality auditor, they will check that the scope of audit is accurate and begin the audit process. The process is different for 'verification' and 'certification' audits.

Auditors will also complete their assessment in a way that takes your organisation's size and scale, and the scope and complexity of the services being delivered, into consideration.

The auditor will work with you to help you understand the findings and give you the opportunity to ask and answer any questions. The auditor will submit the outcome of their audit to the NDIS Commission through an online portal.

Step 6: Receive Registration Decision

- After assessment, you will receive a decision regarding your registration status.
- If successful, you will receive a Certificate of Registration, including details on your registration period and the services you are authorised to provide.
- If unsuccessful, you will receive reasons for the decision and may be given an opportunity to reapply.



Post-Registration Requirements

Once registered, providers must:

- Maintain compliance with NDIS Practice Standards.
- Participate in regular audits and assessments as required by the NDIS Commission.
- Submit periodic reports and data to demonstrate service quality and compliance.

Tips for a Successful Registration

- Prepare Thoroughly: Ensure all documentation is complete and meets NDIS requirements.
- Seek Professional Guidance: Consider consulting with experts in NDIS registration and compliance.
- Engage with NDIS Resources: Utilise NDIS resources, workshops, and training sessions to enhance your understanding.

Registering as an NDIS provider is a vital step for businesses looking to support individuals with disabilities. By following this guide and thoroughly preparing for each step of the registration process, businesses can navigate the requirements with confidence and successfully provide valuable services.



Useful Resources

- NDIS Commission Website: [NDIS Commission](#)
- [NDIS Provider Toolkit: Provider Toolkit](#)
- [NDIS: Registered Provider Obligations & Requirements](#)
- [NDIS: Registered Provider Obligations](#)
- [NDIS Provider Application Pack](#)