

NDIS Provider Registration Checklist

Use this checklist to track your readiness before you apply to become a registered NDIS provider. Work through the six areas below — they mirror what the NDIS Commission and your approved quality auditor will assess. Tick each item only when you can **show evidence** for it, not just a document.

01 Business readiness

- ☐ ABN and business structure confirmed (sole trader, company, partnership or trust)
- ☐ Service scope and NDIS registration groups selected and clarified
- ☐ Roles, responsibilities and governance arrangements defined
- ☐ Risk management approach in place, including incident readiness

02 Documentation

- ☐ Policy suite aligned to the NDIS Practice Standards for your registration groups
- ☐ Procedures that match how your organisation actually works day to day
- ☐ Registers in place for incidents, complaints, training, risk and continuous improvement

Auditors test whether staff can apply your documents — not whether the folder looks complete.

03 Workforce

- ☐ Worker screening process established (NDIS Worker Screening Checks)
- ☐ Induction plan and training-record templates ready
- ☐ Supervision and performance monitoring approach documented

04 Participant systems

- ☐ Service agreement template prepared
- ☐ Intake and onboarding process documented
- ☐ Risk assessment and consent forms prepared
- ☐ Progress-note and service-evidence method confirmed

05 Audit preparation

- ☐ Evidence pack organised against each applicable Practice Standard
- ☐ Internal review completed and gaps addressed
- ☐ Staff briefed and prepared for audit interviews

Your supports determine whether you need a verification (desktop) audit or a certification audit.

06 Application

- ☐ Online application and self-assessment prepared with supporting evidence
- ☐ Approved quality auditor engaged and scope confirmed
- ☐ Submission completed and progress tracked with the NDIS Commission

Need help with your NDIS registration?

If any item on this checklist feels unclear — or you would rather get it right the first time with expert guidance — we help new and growing providers with scoping, documentation, evidence mapping and audit preparation. Book a free consultation and we will map your next steps.

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