NDIS Registration Roadmap

Eight steps from deciding to register to keeping your registration. Each step shows a typical timeframe so you can plan ahead.

1 Decide whether you need to register

Week 1

Register to support NDIA-managed participants, or to deliver supported independent living, specialist disability accommodation, specialist behaviour support, plan management or regulated restrictive practices. Unregistered providers must still follow the NDIS Code of Conduct.

2 Choose your supports and audit pathway

Week 1 to 2

Pick only the registration groups you will actually deliver. They decide whether you need a verification audit (lower-risk supports) or a certification audit (higher-risk supports, such as daily personal activities).

3 Set up your business

2 to 8 weeks

ABN and business structure, insurance, key personnel with the right experience, and NDIS worker screening clearances for everyone in a risk-assessed role.

4 Write your policies, forms and registers

4 to 12 weeks

Policies and procedures for every Practice Standard that applies to you, plus handbooks, service agreements, care plans, incident and complaint forms, and the registers to track them.

✓ **Ready-made in our Core Module Starter Kit**

5 Apply to the NDIS Commission

1 to 2 weeks

Apply online in the NDIS Commission Applications Portal with a PRODA account. You give your supports, key personnel, suitability details and a self-assessment. Finish within 60 days of starting, or the application is deleted.

6 Engage an approved auditor and be audited

1 to 3 months

Use the initial scope of audit to get quotes from at least two approved quality auditors. The auditor checks your documents and, for certification, interviews key personnel, workers and participants. Fix any non-conformities in the time they give you.

7 Receive the NDIS Commission's decision

Weeks to months

The Commission considers the auditor's recommendation and the suitability of you and your key personnel. If approved, you receive a certificate showing your supports, conditions and renewal date.

8 Stay registered

Ongoing

Keep your documents, registers and training current, report incidents and changes, and prepare for your mid-term audit (certification) and renewal audit. See page 3.

✓ **Templates include 12 months of updates, then our Compliance Updates plan keeps them current**

VERIFICATION PATHWAY

About 3 to 6 months

from setup to certificate

CERTIFICATION PATHWAY

About 8 to 12 months or more

from setup to certificate

Timeframes are typical market estimates, not NDIS Commission service standards. They depend on how ready you are and on auditor availability.

STEP 2

Which audit pathway applies to you?

Verification audit
Lower-risk supports

EXAMPLES
Therapy supports, assistive technology, home modifications, household tasks, specialised driver training

WHAT THE AUDITOR CHECKS
Documents: qualifications and experience, insurance, worker screening, and core policies for incidents, complaints and risk

INDICATIVE AUDIT COST
$900 to $1,800

MID-TERM AUDIT
Not required

TYPICAL TOTAL TIMEFRAME
About 3 to 6 months

Certification audit
Higher-risk supports

EXAMPLES
Daily personal activities, community participation, behaviour support, supported independent living, specialist disability accommodation

WHAT THE AUDITOR CHECKS
The NDIS Practice Standards Core Module and any modules that apply, including interviews with key personnel, workers and participants

INDICATIVE AUDIT COST
$3,000 to $15,000+
Small single-site providers usually pay $3,000 to $8,000

MID-TERM AUDIT
Yes, about halfway through registration. Indicative $1,000 to $6,000

TYPICAL TOTAL TIMEFRAME
About 8 to 12 months or more

Costs are indicative 2026 market quotes. Auditors set their own prices, so get at least two quotes. Supported independent living providers must also meet the supported independent living module.

STEPS 3 AND 4

Get ready checklist

- [ ] **Business**
  ABN, business structure, and insurance: public liability, professional indemnity and workers compensation
- [ ] **Key personnel**
  People responsible for running the business, with suitable experience, qualifications and NDIS worker screening
- [ ] **Policies and procedures**
  For every Practice Standard that applies to you, plus a participant handbook and a worker handbook
- [ ] **Forms**
  Service agreements, care plans, consent, risk assessments, and incident and complaint forms
- [ ] **Registers**
  Workers, incidents, complaints, risks, continuous improvement and a documents master list
- [ ] **Workers**
  Recruitment, worker screening, the NDIS Worker Orientation Module, induction and training records
- [ ] **Systems**
  How you will roster, write progress notes, store records securely and claim payments
- [ ] **Evidence**
  Your documents organised the way auditors look for them, with a self-assessment against each outcome

> Tip: apply only for the supports you can deliver well from day one. You can add registration groups later, and every extra group can widen the scope and cost of your audit.

STEP 8

Your registration cycle

Registration is usually for three years. Certification providers have a mid-term audit along the way.

START

Certificate issued
Your renewal date is on it

ABOUT 18 MONTHS

Mid-term audit
Certification only

BEFORE EXPIRY

Renewal audit
Re-apply early. You stay registered until a decision

What you do every day of your registration

Report incidents
Notify reportable incidents to the NDIS Commission within the set timeframes

Tell the Commission about changes
Key personnel, ownership, address and other notifiable events

Keep workers cleared
Current worker screening, orientation and training for every risk-assessed role

Manage complaints
Record, resolve and learn from every complaint

Review your documents
Keep policies, registers and plans current, with version control

Report restrictive practices
Monthly reporting of any regulated restrictive practices, if applicable

Where DACSA Consulting can help

Best value

Core Module Starter Kit

Every policy, form and register in this guide, editable in Word and Excel and mapped to the NDIS Practice Standards.

$890 + GST

Behaviour support

Module 2A Pack

Policies and registers for implementing behaviour support plans and regulated restrictive practices.

$290 + GST

Consulting

Setup and audit preparation

New provider setup, document reviews, mock audits and interview practice from a registered NDIS provider.

Free 15-minute call

Start with a free 15-minute discovery call
Tell us where you are up to and we'll tell you what's left to do.

dacsaconsulting.com.au

General information only, current at November 2026. It is not legal advice. Check the NDIS Commission website for current requirements before you apply. Costs and timeframes are indicative.