# NDIS Worker Screening Check: Application process

1. Worker completes online application to state or territory NDIS Worker Screening Unit (WSU) nominating an employer or self-managed participant. Submits application and makes payment to WSU.
2. WSU confirms the identity of the worker.
3. WSU system sends the application to the NDIS Worker Screening Database (NWSD).
4. NWSD sends automatic email to employer or self-managed participant prompting them to log on to NWSD and verify the worker.
5. Employer or self-managed participant verifies worker on the NWSD and they automatically become ‘linked’. This shows an employment relationship is in place.
6. NWSD automatically notifies WSU system that the application has been verified by the employer or self-managed participant.
7. WSU undertakes a risk assessment of the worker based on the information in their application.
8. WSU determines whether the worker has a clearance or exclusion.
9. WSU issues the worker a clearance or an exclusion through their system, which is sent to the NWSD.
10. NWSD generates an email to linked employer or self-managed participant advising them of the outcome.
11. NWSD sends worker information to all state and territory WSUs on an ongoing basis. This allows their systems to undertake national ongoing monitoring.
12. NWSD generates emails to linked employers/self-managed participants if the clearance or exclusion status of the worker changes.