



NDIS Quality
and Safeguards
Commission

Registration renewal fact sheet

Who is this document for?

- Existing NDIS providers transitioning to the NDIS Commission on 1 July
- Existing NDIS providers with operations in multiple states/territories.

After reading this document, you will understand:

- when your organisation's registration will transfer to the NDIS Commission
- how the NDIS Commission determines registration renewal dates
- how the transition to the NDIS Commission will affect the registration renewal process for your organisation.

Registration renewal in the NDIS Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) establishes a national registration system for NDIS providers. The commencement dates for this registration system have been staged across Australian states and territories (jurisdictions).

NDIS Commission commencement dates

New South Wales, South Australia	1 July, 2018
Queensland, Victoria, Tasmania, Australian Capital Territory, Northern Territory	1 July, 2019
Western Australia	1 July, 2020

Once the NDIS Commission is active in all states, NDIS providers will be able to undertake a single registration process with the NDIS Commission to obtain a single registration to deliver NDIS services and supports nationally.

In the short term, this creates a number of different scenarios for providers.

This document provides an overview of these scenarios to help you understand the short-term registration requirements that are relevant to your organisation.



Information for providers registering with the NDIS Commission for the first time in 2019

On 1 July 2019, the existing registration of providers operating in Queensland, Victoria, Tasmania, the ACT and NT will automatically transfer to the NDIS Commission. Your organisation will be issued with a certificate of registration, which includes the date your registration with the NDIS Commission is due for renewal.

To reduce any risks for NDIS participants, renewal dates for different providers will follow a phased approach, with more complex services (registration groups) requiring earlier renewal.

Depending on your registration groups, your renewal date will fall between 4 and 12 months from the date of your transition to the NDIS Commission.

Scenarios for new NDIS Commission registrations

1. **I'm registered with the NDIA in just one incoming jurisdiction (e.g. registered in Victoria for household tasks).**

Your registration renewal date will be included on the certificate of registration provided by the NDIS Commission. This date will vary between 4 and 12 months depending on the registration groups you currently have (and other discretionary factors). Please note that if you do not commence your renewal with the NDIS Commission before that date, your registration will lapse.

2. **I'm registered with the NDIA in two or more incoming jurisdictions (e.g. registered in Victoria and Tasmania for household tasks).**

Your registration renewal date will be included on the certificate of registration provided by the NDIS Commission. This date will vary between 4 and 12 months depending on the registration groups you currently have (and other discretionary factors). Please note that if you do not commence your renewal with the NDIS Commission before that date, your registration will lapse.

3. **I'm registered with the NDIA in two or more jurisdictions, with different registration groups in each jurisdiction (e.g. registered in Victoria for household tasks and Queensland for behaviour support).**

Your registration renewal date will be included on the certificate of registration provided by the NDIS Commission. This date will vary between 4 and 12 months depending on the highest risk registration group you provide (and other discretionary factors). Please note that if you do not commence your renewal with the NDIS Commission before that date, your registration will lapse.

Information for providers with existing NDIS Commission registrations

If you have an existing registration with the NDIS Commission prior to 1 July 2019 (NSW and SA), your renewal date will not change.

Registration details from your incoming jurisdictions will automatically attach to your existing NDIS Commission registration record. Any new registration groups or outlets will also attach to your existing record.

You will receive a new certificate of registration from the NDIS Commission detailing any additional registration groups.

As many existing NDIS providers have already commenced their first registration renewal with the NDIS Commission, this creates a number of scenarios depending on the progress of your existing registration renewal.

Scenarios for existing NDIS Commission registrations

1. I have not yet commenced my registration renewal with the NDIS Commission (e.g. currently registered for behaviour support in NSW and household in Victoria).

Registration groups and any additional outlets from your incoming jurisdictions will be added to your existing NDIS Commission registration. You will then complete a single registration renewal that will include the registration groups covered by both your existing and incoming records. After submitting your renewal application via the NDIS Commission portal, a scope of audit will be generated which allows you to seek quotes from approved quality auditors.

- 2. I have submitted the registration renewal application but not yet completed the audit and...**
- a. I have identical registration groups in my incoming jurisdictions (e.g. behaviour support in NSW and behaviour support in Victoria).**
You must make sure that your auditors are made aware of the additional outlets in the new jurisdiction that need to be included in the audit. In the case where your audits have already been scheduled, incoming service outlets and NDIS participants can be included in the next surveillance audit.
 - b. I have lower risk registration groups in my incoming jurisdictions (e.g. behaviour support in NSW and household tasks in Victoria).**
If the registration groups from your new jurisdictions do not change your auditing requirements from verification to certification, then you will not have to make any changes to your existing audit process.
 - c. I have higher risk registration groups in my incoming jurisdictions (e.g. household tasks in NSW and behaviour support in Victoria).**
If required, the NDIS Commission will extend your registration to allow you to undertake a single registration process and reduce the need for an additional audit. Please contact the NDIS Commission directly for more information.

3. I have completed the registration renewal process (including audit) and...
- a. **I have identical registration groups in my incoming jurisdictions (e.g. behaviour support in NSW and behaviour support in Victoria).**
You will not need to take any additional registration action. The new registration groups will be added to your existing registration and included in your next annual surveillance audit.
 - b. **I have lower risk registration groups in my incoming jurisdictions (e.g. behaviour support in NSW and household tasks in Victoria).**
You will not need to take any additional registration action. The new registration groups will be added to your existing registration and included in your next annual surveillance audit.
 - c. **I have higher risk registration groups in my incoming jurisdictions (e.g. household tasks in NSW and behaviour support in Victoria).**
The NDIS Commission will identify your organisation early and help you determine if the new registration groups change your audit requirements. Please contact the NDIS Commission directly for more information.

 **More information on registration groups and understanding auditing requirements can be found in the “Application Pack – Registration Requirements by Supports and Services” document, on the Provider registration page of the NDIS Commission website.**

We are here to help

If you have any questions about registration with the NDIS Commission, please contact the registration team through the Contact Centre on **1800 035 544**.



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