


Provider Registration Checklist

If you wish to operate in NSW or SA, you must visit the NDIS Commission website and follow registration steps for these two states.

For all other states and territories, the 'Primary Contact' for your organisation should use the following checklist to proceed with application for registration with the NDIS.

When you have completed each criteria you are ready to apply.

NOTE: If you are asked for specific supporting documentation, this must be supplied before the assessment process can be completed.

Criteria	Where do I find the relevant information?	Status 
1 Register for a PRODA (Provider Digital Account) through the myplace portal on the NDIS website	See Section 3.2.1 Applying for a PRODA account	<input type="checkbox"/>
2 Create a myplace account	See Section 3.2.2 Register for myplace	<input type="checkbox"/>
3 Submit an intent to register through myplace	See Section 3.2.3 Complete an intent to register application on myplace	<input type="checkbox"/>
4 Select the registration groups to register for (types of services or supports you will offer)	See Section 3.2.4 Complete your registration	<input type="checkbox"/>
5 Nominate the profession/s of people who will provide services in each registration group	See the Professional Qualifications section in the Guide to Suitability	<input type="checkbox"/>
6 Read and sign the Declaration of Suitability	See Section 3.2.4 Complete your registration	<input type="checkbox"/>
7 Provide supporting evidence and documentation (as required)	This will be dependent on the registration groups you have applied for	<input type="checkbox"/>
8 Once you have completed your registration you will receive notification whether a) your application was successful b) further documentation or information is required c) your application is Pending State Approval. You can only begin contacting participants to make service agreements once you have received your Certificate of Registration.	See Section 3.2.6 for Pending State Approval information	<input type="checkbox"/>