

Dear Provider

We write to you in relation to your upcoming NDIS Registration Renewal application which must commence by 1/9/2021. You will then have 9 months to complete the renewal application process, including being assessed by an [approved quality auditor](#) against the NDIS Practice Standards.

Please share this with the most appropriate person in your organisation.

You can find more information regarding the audit process at this [Practice Standards and Audit](#) page. Whilst you will need to consider all the information, the first document to assist with the initial registration for audit is the [Renewal Process Guide](#) which through Annexure A, gives a list of information you will need to start the renewal process.

You will need to commence your NDIS Registration Renewal application through the [NDIS Commission portal](#).

As part of this process, you will need to update all provider, outlets, and key personnel details. Please note that the *registrant* role in the portal is required for undertaking the audit renewal process.

The audit involves a self-assessment undertaken through the portal, and a two-stage process undertaken by an [approved quality auditor](#). The stage 1 and 2 audit is in collaboration with the auditor and is focused on the NDIS participant experience. When you start your renewal application, you will be issued with a Scope of Audit. This will tell you the NDIS Practice Standards you must be audited against. If you only support one NDIS participant, then only that person will be involved. If you support more, then a sample of participants and the workers who support them will be involved.

Do not seek quotes from an approved quality auditor until you have your Scope of Audit because their quotes will be based on your individual audit requirements. You are encouraged to seek quotes from more than one approved quality auditor.

Remember:

1. You must commence your NDIS registration renewal application by 1 September 2021. You must do this through the NDIS Commission portal.
2. You have 9 months from the date you commence renewal to complete your full renewal application, including assessment by an Approved Quality Auditor.

The NDIS Commission's Acting Commissioner, Ms Samantha Taylor PSM, wrote to all registered NDIS aged care providers earlier this year while in her substantive role as Registrar. Her [letter](#) addresses many of the questions aged care providers have asked about the registration renewal process.

If you have any questions relating to the renewal/audit process please contact the ACSA team on 1800 860 640 during business hours or submit an online enquiry [here](#).

Kind regards

RAC NDIS Support Project Team



P: 1800 860 640 | [RAC NDIS Support Hub](#)

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