renee
care that cares

FREE GUIDE FOR NDIS PROVIDERS

Are You Ready to Register?

A plain-English checklist and roadmap for becoming a registered NDIS provider.

STEP 1

Your Readiness Checklist

Tick everything that applies to you today. Anything left unticked is simply something we can help you with.

- [ ] **I know which NDIS services I want to deliver**
  Daily living, therapy, support coordination or specialist services. Your choice decides which audit and modules apply.
- [ ] **I have a business structure and name in mind**
  Or already registered. We can help you register your business details, name, structure, brand and logo.
- [ ] **I have, or can get, an ABN**
  You will need it for your business and your NDIS registration.
- [ ] **I understand NDIS Worker Screening**
  Anyone working in a risk-assessed role will need a worker screening check.
- [ ] **I have a plan for insurance, HR documents and training**
  These are covered in your initial NDIS meeting with us.
- [ ] **I can put time into policies and compliance documents**
  Including your self-assessment. We guide you through each one.
- [ ] **I know roughly when I want to start delivering services**
  It helps us map a realistic timeline for you.
- [ ] **I have a budget for registration support**
  Renee Care registration support is $3,000 incl. GST, payable in full or in 3 interest-free instalments of $1,000.

6 to 8 ticked
You look ready to start. Book a call and we will confirm your registration groups and map your timeline.

3 to 5 ticked
You are almost there. A few things to set up, and that is what we are here for.

0 to 2 ticked
A great place to start. Registration is very doable from here.

STEP 2

The 12 Steps to NDIS Registration

This is the path we guide every client through, from your signed service agreement to your registration.

1. **Our Signed Service Agreement With You**
   Sign your Services Agreement with RENEE CARE.
2. **Initial Payment To Commence Work**
   Complete your initial payment to commence the process.
3. **Your Client Services Checklist**
   Complete your initial client services checklist.
4. **We Setup Your NDIS Access**
   Set up NDIS access through MyID / RAMS.
5. **Register Business Details**
   Register business details, names, structure, brand and logo.
6. **NDIS Employer ID and Screening Check**
   Assist to obtain your NDIS Employer ID and set up your NDIS Worker Screening Check requirements.
7. **Initial NDIS Meeting**
   This is the part where we discuss all HR documents, insurances and training modules.
8. **Compliance Documents and Document Review**
   Prepare required policies, compliance documents and self-assessment.
9. **We Lodge Your NDIS Submission**
   We lodge your submission with the NDIS Commission / NDIA on your behalf.
10. **We Finalise Your NDIS Scope of Audit**
    The NDIS Commission provides your Scope of Audit document.
11. **Audit Preparation**
    Complete mock audit preparation and final compliance checks with us.
12. **Book Audit → Pass → Register**
    Book your audit, pass your audit and obtain your NDIS Registration.

STEP 3

What Support Looks Like

Registration support includes

- ✓ Policies & Procedures
- ✓ Verification & certification modules
- ✓ Self-assessment assistance
- ✓ Assistance on audit day
- ✓ Fixes for any non-conformities

Specialist modules covered

- ✓ Specialist Behaviour Support
- ✓ Implementing Restrictive Practices
- ✓ Early Intervention (Early Childhood)
- ✓ Specialist Disability Accommodation
- ✓ Specialised Support Coordination
- ✓ Administering Medication

What does it cost?

NDIS registration support is $3,000 including GST. Pay in full, or spread it over 3 interest-free instalments of $1,000 with no surcharge.

How long does it take?

It depends on how quickly your documents are completed and on audit availability, so we do not promise a fixed timeframe. We map out a realistic timeline with you on your discovery call.

Do you guarantee I will be registered?

We prepare you fully for your NDIS audit, from your Policies and Procedures Manual to your evidence checklist, so you are ready when audit day comes. Final registration is always the decision of the NDIS Commission.

Can you help beyond registration?

Yes. Optional extras include brand development, a website, CRM hosting and shift-care management software.

Ready to talk it through?

Book a free 30-minute discovery call. Monday to Friday, on Google Meet.

reneecare.com.au/discovery-call

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This guide is general information only and does not guarantee NDIS registration. Registration decisions are made by the NDIS Quality and Safeguards Commission.