

LICENCES AND CERTIFICATES

NDIS WORKER SCREENING CLEARANCE CARD

A new worker screening process commenced nationally in February 2021, for newly engaged workers and volunteers who provide supports and services to people living with disability delivered through a NDIS registered provider or a state-funded provider. This worker screening process replaced the yellow card and yellow card exemption and aims to improve the safety and quality of services delivered to people living with a disability.

REQUIREMENT

You are required to provide evidence of your NDIS Worker Screening Clearance Card. The approved form of evidence (what to submit in Sonia) is to be submitted before the closing date that is designated for the WIL placement unit. It is mandatory for students to maintain current evidence for the duration of their course.

VALID: Expiry date

INSTRUCTIONS AND LINKS

How do I apply?	Apply online using the Disability Worker Screening Portal Instructions: <ol style="list-style-type: none">1. Answer YES to questions 5 and 6 in eligibility calculator.2. Question 7 gives Queensland residents the option to apply for both the NDIS and Blue Card (Qld WWCC) in one application.3. The same eligibility calculator questions will also be asked in the application.4. Employer Name: CQUniversity Australia or ID number 4-G20Z7I2 (capital i not number 1)5. Application Service Area: There isn't a specific service area, choose an area you will most likely work in.
Important information for students who live outside of Queensland	States and territories other than Queensland charge a fee for the NDIS Worker Screening Clearance card. The University has negotiated with the Queensland Government, and all CQU students can apply for their NDIS Worker Screening Card through the QLD NDIS Portal if they choose. This will ensure all CQU students can apply for the check for free . For students who live outside of Queensland please Answer "Yes" to the question below during the application process.



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ELIGIBILITY REQUIREMENTS:

- Are you living in Queensland or carrying out disability related work in Queensland? **Yes**
- Are you engaged by a provider to carry out NDIS disability work or state disability work, or is a provider intending to engage you for this work? **Yes**

PRIOR TO STARTING YOUR ONLINE APPLICATION, YOU WILL NEED A CRN:

Students who live outside of Queensland must have a QLD issued CRN to apply using the Queensland Disability Worker Screening Portal.

Step 1 - Apply for A QLD CRN

Step 2 - Once you have a QLD CRN, go to [Disability Worker Screening Portal](#) and apply for the QLD NDIS Worker Screening.

Apply for a QLD CRN with Transport and Main Roads (TMR) with the following:

- [New Customer/Photo and Signature Remote Application](#) (for agency card)

IMPORTANT: This process is external to the university. If you have any questions about applying for a QLD CRN, you must contact TMR directly. The Compliance Team cannot assist with this.

Department of Transport and Main Roads (TMR)

P: 13 23 80 (Mon - Fri 8 am to 5 pm excluding public holidays)

W: <https://www.tmr.qld.gov.au/> - online chat available on the 'Contact us' page

WHAT TO SUBMIT TO SONIA

Scanned or photo image of your NDIS Worker Screening Clearance Card. Your evidence must be current and not expired.

WHAT YOU SHOULD KNOW

How long will it take for my NDIS Application to be processed? The Department does not stipulate a timeframe, but generally we are finding 10 days for approval, and several weeks for the card to arrive. You do not need the physical card to attend placement. This timeframe does not include the process of applying for a QLD CRN if required.

Is there a cost involved? No for QLD applications however, some interstate providers may have a small fee ranging up to \$122.00 AUD if you choose to apply within your state or territory.

If you are applying through the QLD portal and are asked to pay, please amend your application to volunteer in the purpose and role section of the application.



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What if my driver's license photo is too old? Please go to your nearest TMR Customer Service Centre to obtain an updated photo. There is no charge for this service.

Does AHPRA Registration exempt me from having to get a NDIS Screening? No, you will still need a NDIS Screening Card.

Do I need a NDIS card if I already have a Yellow Card/Clearance/Exemption card for my state? No, a Yellow Card/Exemption is sufficient, however a NDIS card must be obtained prior to Yellow Card expiring.

RELATED WIL ARTICLES

Find out more about MANDATORY CHECK CLOSING DATES and SONIA in the related MyCQU articles.

CONTACT THE WIL TEAM

(07) 4930 9124

Mandatory Checks:

WILCompliance@cqu.edu.au All schools

Placements:

WIL-NMSS@cqu.edu.au School of Nursing, Midwifery and Social Sciences

WIL-HMAS@cqu.edu.au School of Health, Medical and Applied Sciences

WIL-EduArts@cqu.edu.au School of Education and the Arts

WIL-SBL@cqu.edu.au School of Business and Law

Complaints: and Feedback:

Information is [available here](#) in relation to complaints and feedback.

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