



Applying to be considered suitable as an NDIS Behaviour Support Practitioner

Quick Reference Guide

This guide outlines how to use the [Applications Portal](#) to apply to be considered suitable as an NDIS behaviour support practitioner. See our [FAQ](#) page if you have question about applying.

See our other quick reference guides:

- Responding to an information request
- Managing your practitioner profile

Accessing the NDIS Commission Applications Portal

You will need a PRODA account to access both the Applications Portal and the NDIS Commission Portal. You should log into the Applications portal to complete your first application.

If you are considered suitable, you will receive a practitioner profile, which you will access through the NDIS Commission Portal.

Refer to our [Quick reference guide: Getting access to the NDIS Commission Applications Portal](#)

When you have logged in, select **Apply to become an NDIS Behaviour Support Practitioner**.

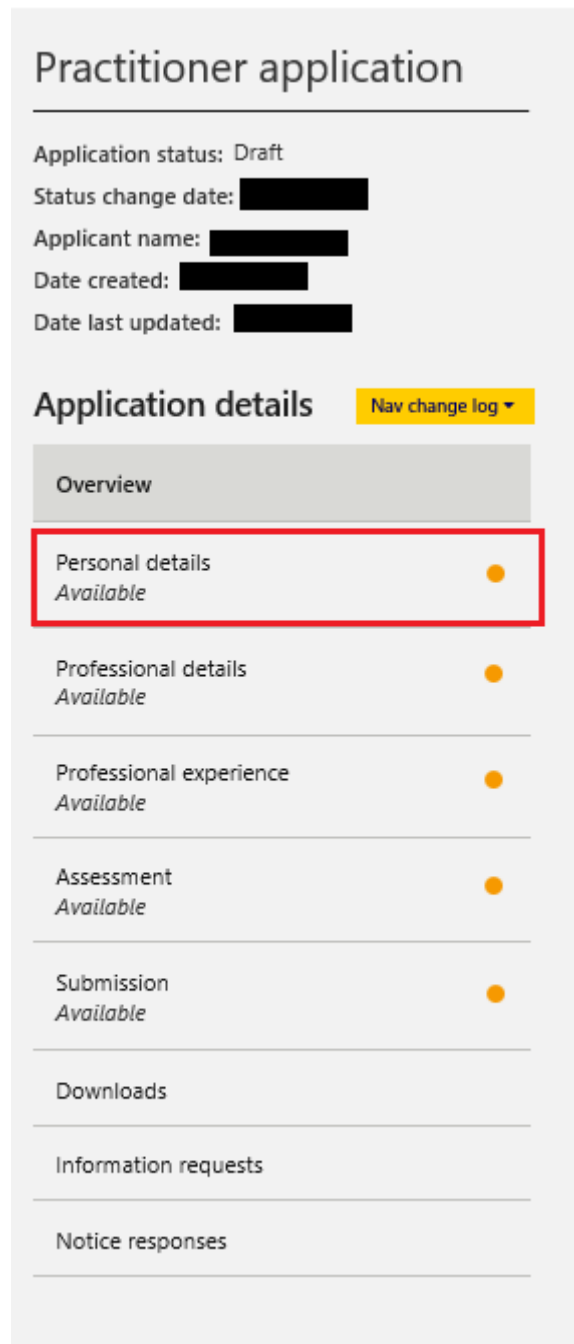
The screenshot displays the NDIS Commission Applications Portal interface. At the top left, there is the Australian Coat of Arms and the NDIS Quality and Safeguards Commission logo. On the top right, there are 'Notifications 0' and a 'Logout' button. Below the navigation bar, the main content area features a green header with 'Home' and 'Register as an NDIS provider'. The main heading reads 'Welcome to the Applications Portal, Tegan.' Below this, there are two prominent buttons: 'Register as an NDIS provider' (with a sub-text 'Number of draft applications: 1') and 'Apply to become an NDIS Behaviour Support Practitioner' (which is highlighted with a red border). The footer contains the contact number '1800 020 283', links for 'Support' and 'Feedback', and links for 'Accessibility', 'Copyright & Disclaimer', and 'Privacy information'.

Completing the application in the Portal

1. Click **Continue** to commence your application.
2. Enter “Applicant details” then click **Save and continue**.

Note: Ensure that you enter your legal name on your application. It should be the same name as your PRODA account, otherwise you may have issues accessing your practitioner profile in the future.

3. On the **Overview** page read the information under the heading “Preparing to apply” and “How to complete this application”.
4. Click **Personal details** on the left hand side navigation menu.




5. If any “Personal details” are missing or incorrect, click **Update** and enter the required information.

6. Under “Postal address” title, click **Add** and enter the required information.
7. Click **Mark as complete and continue** to progress through the application.
8. On the Professional details page, click **Update** under “Practitioner information” and enter the required information.
9. Under “Other states and territories worked in”, click **Add** and enter the required information.
10. Practitioners considered suitable can have their name and contact details published on the NDIS Commission website. If you consent to your name and contact details being published on the NDIS Commission website, click **Update** and enter the details that wish to be published. Then click **Mark as complete and continue** to progress through the application.
11. If you do not consent to publishing your contact details on the NDIS Commission website when considered suitable, click **Mark as complete and continue**.
12. Under “Employment history” click **Add** and enter any information relevant to behaviour support.
13. Under “Behaviour support experience”, click **Update** and enter the required information.
14. Under “Qualifications and training”, click **Add** and enter the required information relevant to your role as a behaviour support practitioner.
15. Under “Professional registrations and associations”, click **Add** and enter any relevant information.
16. Under “Attachments”, click **Add attachment** and attach a copy of your resume and certified copies of any qualifications stated.

Attachments

Attach a copy of your resume and a certified copy of each qualification recorded above.



No attachments have been added.

17. Click **Mark as complete and continue** to progress through the application.
18. In the Assessment view, select **Practitioner Self-Assessment**. If you are unable to complete the self-assessment process as outlined in the [Self-assessment Resource Guide for the Positive Behaviour Support Capability Framework](#), contact the national behaviour support team at the NDIS Commission by emailing [NDIS Practitioners](#) to discuss further.
19. Click **Mark as complete and continue** to progress through the application.
20. If Practitioner Self-Assessment is selected the **Practitioner self-assessment** view will appear.
21. Read the relevant information on the page regarding “Practitioner self-assessment”.
22. Start from the Core Practitioner Level under the “Self-assessments” title. Click **Actions** and click **Update**.
23. Click **Action** and click **Update** for each Capability domain. Please ensure all items have been responded to as either Met, Developing or Not met. Once items are completed, enter the relevant information for “Sources of evidence”.
24. Click **Save and return** when a capability domain is completed.

25. Once all capability domains are completed, click **Back** to the “Practitioner self-assessment” page.
26. Once the Core Practitioner Level is completed, the Proficient Level will become available. Work through each practitioner level up to the level that you have self-assessed at. Please note that if the Proficient level is met, both Advanced and Specialist levels will become available. You can self-assess at either an Advanced level or a Specialist level (or both) if you have met capability for the Proficient level.
27. Under “Supervisor details”, click **Update** and enter the relevant information for the pop-up. Click **Save and close** once that is completed.
28. Under “Postal address”, click **Add** and enter the relevant information.
29. Under “Supervisor’s endorsement and consent”, click **Update** and select answers for the pop-up. Click **Save and close** once that is completed.
30. Under “Attachments”, click **Add attachment**, attach a copy of your supervisor’s endorsement, and consent form. This can be found on the following link: [Self-assessment Tools for the PBS Capability Framework | NDIS Quality and Safeguards Commission \(ndiscommission.gov.au\)](https://www.ndiscommission.gov.au/self-assessment-tools-for-the-pbs-capability-framework)
31. Once attached click **Mark as complete and continue**.
32. Read the “Declarations”, and click **Agree and submit**.
33. Your application is now complete.



Thank you for submitting this application. The NDIS Commission will conduct an assessment of your suitability and may be in contact with you if they require any additional information.