



Did you know that your specified personnel must be registered in PRODA, have completed background checks and be linked to your CCS approval before you can be approved for a new service?

When an existing CCS provider applies to add a new service, they are required to comply with the legislative requirements for specified personnel.

What do CCS approved providers need to do?

Ensure all of the specified provider and service personnel in their organisation have:

- registered in PRODA
- completed the required background checks
- been added to the provider or service record either through the Provider Entry Point (PEP) or their child care software.

Why do providers need to do this?

By ensuring that all of the relevant personnel are notified to the department, providers are complying with the law and avoiding delays and administrative disruption when applying to add a new service.

What personnel need to be included?

The [CCS Specified Personnel Fact Sheet](#) and [CCS Specified Personnel Quick Reference Guide](#) published on the department's [How to Apply for CCS Approval](#) webpage explains which individuals must be included from your organisation.

What background checks must be undertaken?

The [CCS Fit and Proper Requirements for Child Care Providers and their Personnel Fact Sheet](#) published on the department's [How to Apply for CCS Approval](#) webpage specifies the required fit and proper checks for each category of personnel in your organisation.

Need more information?

If you have any questions about the information in this email, you can contact the CCS Helpdesk on 1300 667 276 (9.00am to 5.30pm Mon-Fri AEDT).

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