

# Blue card application process for paid employees, students and volunteers who do not hold a current blue card

For more information about the specific categories of regulated employment, go to [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

The categories are:

- residential facilities
- schools - boarding facilities
- schools - employees other than teachers and parents
- child care
- churches, clubs and associations involving children
- health, counselling and support services
- private teaching, coaching and tutoring
- education programs conducted outside of schools
- child accommodation services including home stays
- religious representatives
- sport and active recreation
- emergency services cadet program
- school crossing supervisors, and
- care of children under the *Child Protection Act 1999*

Are the child-related services or activities of the specific positions covered under the blue card system?

Yes

No

The Commission can only screen for activities that are regulated by the Commission's Act. If the work is not covered by the blue card system, the person does not require a blue card and the Commission is unable to screen the applicant.

Does an exemption apply?

There are a number of instances where a person may be exempt from requiring a blue card. These might include:

- registered teachers or police officers
- volunteer parents, and
- registered health practitioners.

Please check the specific category that is relevant to your work. See the full list of exemptions at [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

Yes

If an exemption applies, the applicant does not require a blue card but may require an exemption card.

No

A blue card is required.

For paid employees

For students or volunteers

If you are a registered teacher or police officer, you may need to apply for an exemption card by submitting an *Exemption card application form*.

For further information, please refer to the Commission's website and the *Applying for an exemption card flow chart*.

Please complete a *Paid employee (P) blue card application form* and lodge it with the prescribed application fee. Once the Commission has received a completed blue card application, a paid employee may commence regulated employment but the employer must ensure they have appropriate risk management strategies in place.

Please complete a *Volunteer (V) blue card application* or *Student (S) blue card application form*. Please note that a volunteer or trainee student must not commence regulated employment until they hold a valid blue card and positive notice.

Please lodge the completed application form to the Commission in person, by post or by fax.

The employer listed on the application form will now receive any relevant updates about the status of the blue card. This includes notice of a suspension or cancellation of a blue card.

Remember to add the blue card holder's details to your blue card employee register (noting their expiry date) and advise the Commission if they cease employment with your organisation.