Firm Instructions - Scheduling a Peer Review

Important Note: PRIMA is a case-based system that allows only one party control at a time. Typically, cases involve two or three parties (i.e., enrolled firm, peer reviewer and administering entity). Parties can only take action on cases under their control (those under “My Work” or “My Team Reviews” on the Home tab.

Once a party completes an action and submits the case to another, the original party will no longer be able to view the case on their PRIMA homepage. Instead, they must wait for the new party to complete the next step.

Think of a circle of people bouncing a ball back-and-forth. Once you bounce the ball to another party, you cannot take any action until the ball is bounced back to you.

Completing the Peer Review Information (PRI) Form

The Reviewed Firm will be notified up to 210 days prior to the due date to start the process and complete its PRI form.

1. Peer Review Contact will receive an email regarding a new PRIMA notification.
2. Reviewed Firm should access their notification (letter) from its PRIMA home page under “My Notifications” regarding the completion of its PRI within 15 days of the date of the letter. **Note: The overdue process is based on the date of the letter not the date the Reviewed Firm accesses the notification.**

My Notifications

Case ID	Attachment Name	Attachment Link	Created Date
[redacted]	ENROLL-Enrollment Letter.pdf	Download Attachment	4/11/2017
[redacted]	PRI1-Reminder Letter.pdf	Download Attachment	4/11/2017
[redacted]	PRI2-Reminder Letter.pdf	Download Attachment	4/11/2017
[redacted]	PRI3-Reminder Letter.pdf	Download Attachment	4/11/2017
[redacted]	Enrollment Form.pdf	Download Attachment	4/11/2017

3. Please access the item under “My Work” from your PRIMA homepage. Then, you will click on the Case ID – PRI:

Home | My Work

Hi, [redacted]

My Work
1 Items

My Team Reviews
5 Items

Information Only
0 Items

My Notifications
0 Items

My Work

Case ID	Task Description	Case Description	Case Status	Firm Name
PRI-[redacted]	Complete Peer Review Info	Peer Review Information	Open-PRI-Requested	[redacted]

4. Reviewed Firm updates PRI information:

Home | My Work | PRI-452668

Peer Review Information (PRI-452668) : Open-PRI-Requested

1 Introduction — 2 Firm Information — 3 Industries & Practice Areas — 4 Summary — 5 Acknowledgement

Introduction

The Peer Review Information Form asks about your firm's practice to identify your firm's peer review needs.

The goal of practice monitoring, the peer review program itself, and the AICPA's Enhancing Audit Quality initiative is to promote quality in the accounting and auditing services provided by the CPA firms (and individuals) subject to Standards for Performing and Reporting on Peer Reviews.

Accurate responses to questions on this form regarding the nature of your firm's practice are imperative to the administration and performance of your firm's peer review. Failure to properly represent your firm's practice may result in your firm's enrollment in the Peer Review Program being dropped or terminated and, if dropped or terminated, will result in referral of the matter for investigation of a possible violation to the appropriate regulatory, monitoring, and enforcement bodies. If you are uncertain about how to classify any engagements, consider consulting AICPA Professional Standards or your peer reviewer.

Your firm's Peer Review Information Form should be completed as of 7/31/2017

Firm Information

Firm Name	[redacted]
Firm Number	
Address Line 1	
Address Line 2	
City	
State	
ZIP Code	

Note: This information reflects the data in the AICPA's Service Center membership system. You may update the information via the My Account section at www.aicpa.org or by contacting the AICPA's Service Center at 888.777.7077.

Employee Identification Number

Firm EIN* [redacted]

Update EIN ☐

This is a required field. If your firm does not have an EIN, please go to http://www.irs.gov to apply for an EIN online. Providing a valid EIN is required for enrollment and is a condition of cooperation with the program.

EIN Number can be updated. However, a reason for the change must be provided (required field; Merger, Dissolution, Purchase, Sale, Other Firm Change, EIN incorrect, Other – Must provide written explanation)

Associations

Does the firm belong to one or more associations of CPA firms?	No
Is the firm closely aligned with a non-CPA owned entity?	No

A "yes" or "no" response is required for each section. Information footnotes provided.

Managing Partner

Enter the name of your firm's Managing Partner in the field below. To see a full list of partners, press the down arrow on your keyboard while in the name field:

Member Number*

Managing Partner Name

Phone number

Address Line 1

Address Line 2

City

State

Zip Code

Email Address

[redacted]

If the name you're looking for does not appear in the list, please contact the AICPA Peer Review Hotline at 919.402.4502.

Peer Review Contact

Enter the name of your firm's Peer Review Contact in the field below. To see a full list of partners, press the down arrow on your keyboard while in the name field:

Peer Review communications will be sent only to the managing partner and peer review contact. Note: If the name you are looking for does not appear in the list, please contact the Peer Review Hotline at 919.402.4502.

Reset Peer Review Contact

Member Number*	[redacted]
Peer Review Contact Name	
Phone number	
Address Line 1	
Address Line 2	
City	
State	
Zip Code	
Email Address	

Firm Personnel

Enter the number of personnel that provide A&A (including Non-CPAs) services in each category below.

Firm Personnel	Personnel That Provide A&A Services
Partners	1
Managers	1
Leased or Per Diem	0
Other professionals	0

Total In Firm 2

Total CPAs (Including Non-A&A Personnel) 2

Note: Because "Total CPAs" include Non-A&A personnel (i.e., individuals performing tax, consulting, management advisory, etc.), the number will often times be different from the "Number of A&A Personnel" for obvious reasons.

Definition of Personnel That Provide A&A Services:

Personnel are defined per statement on Quality Control Standards (SQCS) No. 8, A firm's system of Quality Control as all individuals who perform professional services for which the firm is responsible, whether or not they are CPAs (AICPA, Professional Standards, vol. 2, QC sec. 10). This includes all personnel (including leased and per diem employees) and excludes administrative/operational support personnel. Accounting & Auditing (A&A) personnel are defined as those personnel performing audits, reviews, compilations, preparation of financial statements or other attest engagements, or those professionals who have partner or manager level responsibilities for the overall supervision or review of such engagements.

Partnerships:

Partnerships

Does your firm or members of your firm perform any accounting or auditing engagements through a joint venture, partnership, or corporate arrangement with another accountant or accounting firm?

A "Yes" or "No" response is required. If "Yes", see below:

Partnerships

Does your firm or members of your firm perform any accounting or auditing engagements through a joint venture, partnership, or corporate arrangement with another accountant or accounting firm?

The engagement should be included in your responses regarding practice areas and industries below. Briefly describe those engagements and the relationships with the parties outside your firm.

Please Explain

Engagements:

__**Performance**__

1. Performed
2. Expect to Perform
3. Did not perform/Do not expect to perform: **Definition of Expect to Perform**: Some examples of when you might have a reasonable expectation to perform include but are not limited to, signing an engagement letter for the services, and participating in meetings to be engaged.

__**Report Date of Initial Engagement and Year-End of Initial Engagement**__

The Report Date of Initial Engagement and Year-End Date of Initial Engagement are required fields and must be provided in the PRI form.

Independence Standards:

Independence Standards

What independence standards apply for engagements that you perform?
Please review this list of examples of engagements that would subject you to SEC independence rules in considering your response.

(**Note:** Click on the link to view the independence standards)

<u>Note</u>: Reviewed Firms **<u>must</u>** click on the list of examples to move forward.

In addition, Reviewed Firms performing Yellow Book and/or Uniform Guidance engagements should check both AICPA and GAGAS independence standards while Reviewed Firms performing ERISA audits should check both AICPA and DOL independence standards.

☐ Select All	
☐	AICPA
☐	DOL
☐	GAGAS
☐	Other
☐	PCAOB
☐	SEC

SEC Footnote:

SEC Independence Rules: SEC independence rule 2-01 can be found at https://www.law.cornell.edu/cfr/text/17/210.2-01 and the final action is located at https://www.sec.gov/rules/final/33-7919.htm

Practice Areas:

Multiple categories may apply to a single engagement. For example, a not-for-profit university that receives federal funding may fall under categories 013, 265 and 150. In that case, all three codes should be checked.

Practice Industries:

For industries selected, the Reviewed Firm is asked if the industry represents over 10% of the firm's practice hours.

Note: While not defined, "practice hours" for purposes of the PRI Form include only the firm's hours spent on audit or attestation (SSAE) engagements. Industry concentrations of over 10% of the firm's audit and attestation engagement hours should be checked. If no industry is over 10%, the Reviewed Firm should check the industries for its three largest audit engagements.

Engagement Concentration

Indicate below, the practice areas or industries in which over **ten percent** of your firm's practice hours (not subject to permanent inspection by the PCAOB) for these engagements are concentrated. If your firm does not/will not have any practice areas or industries comprising 10% or more of the firm's practice hours for these engagements during the year, note the practice areas or industries of the firm's three largest engagements fitting the same criteria.

Select All That Apply		
☐	260	Not-for-Profit Organizations (including voluntary health & welfare organizations)

State Board Due Date: (Optional)

State Board Due Date

If your firm is required to undergo peer review as a requirement of your state board of accountancy, by what date are your firm's peer review results due to the state board (if known/applicable)?

Provide month/date/year

Quality Control Materials: (A"Yes" or "No" response is required)

Quality Control Materials

If your firm is a provider of quality control materials (QCM), does your firm perform the peer review of any of the users of those materials?

The Reviewed Firm should then click "Next". The Firm Information Summary will appear with your entries. There is a separate tab for Industries and Practice Areas.

The Reviewed Firm should then click "Next" for Acknowledgments.

Select	Acknowledgements
☐	**Accuracy of Information Provided** - To the best of my knowledge and belief, the information submitted is true and correct.The information submitted has been verified by my firm's Peer Review Contact and I understand I am required to update my firm practice and other scheduling information (including commencement, closing meeting and exit conference dates) for any changes. This includes whether the firm subsequently • performs an engagement in a new practice area or industry; • expects to perform an engagement in a new practice area or industry; • no longer expects to perform an engagement that was the only engagement in that practice area or industry, that is within the peer review's scope. This also applies whether the year-end (or report date, for financial forecasts, projections, or agreed upon procedures) falls within the peer review year or the period subsequent to it. I understand that failure to properly represent my firm's practice, including relationships or transactions with reviewing firms and team/review captains and team members (and their firms) that may give rise to a conflict of interest or the appearance of independence being impaired, may result in my firm's enrollment being dropped or terminated and, if dropped or terminated, will result in referral of the matter for investigation of a possible violation to the appropriate regulatory, monitoring, and enforcement bodies.
☐	The AICPA has created an Assurance Research Advisory Group (ARAG), which seeks to drive research relative to assurance issues that are most pressing to the profession by requesting and funding research proposals from academia. In addition to providing funding, the AICPA facilitates the voluntary disclosure of anonymized peer review data to research teams who submit an approved proposal. The goal of this voluntary process is to encourage research into the correlations between firm policies/characteristics and performance (as measured by peer review results), thereby identifying factors which influence audit quality in support of the Enhancing Audit Quality initiative. Data will be anonymized before it is provided to researchers such that there will be no indication of a firm's name, employer identification number, location or the name of its personnel. All members of the research teams will be required to sign a confidentiality agreement before receiving the data. The types of data which will be shared with researchers are described here. **Please note that by submitting your Peer Review Information Form, you voluntarily agree that your firm's anonymized peer review data will be shared with approved research teams UNLESS YOU CHECK THIS BOX TO OPT OUT** For further information and other questions and answers, click here.
☐	We understand that acceptance of this enrollment information will enroll our firm in the AICPA Peer Review Program.

#1 Accuracy of Information button is required.

#2 Assurance Research Advisory Group authorization is optional.

#3 Enrollment button is required

The Reviewed Firm then clicks “Submit” and the form is sent to the Peer Review Administering Entity (AE) for approval. At this point, the PRI will no longer be viewable in the Reviewed Firm’s “My Work” section.

Scheduling the Review Team

After the Peer Review Administering Entity (AE) approves the Peer Review Information (PRI) Form, the Reviewed Firm will need to access the item under the receive an email letting them know of a new notification. The Reviewed Firm needs to go to their PRIMA home page and click on “My Notifications.” There will be an attachment to download with a letter about scheduling information (e.g., Case ID: SCH-316xxx)

My Notifications

Case ID	Attachment Name	Att
[redacted]	ENROLL-Enrollment Letter.pdf	Download Attachment
	PRI1-Reminder Letter.pdf	Download Attachment
	PRI2-Reminder Letter.pdf	Download Attachment
	PRI3-Reminder Letter.pdf	Download Attachment
	Enrollment Form.pdf	Download Attachment
	SCHED1-Reminder Letter.pdf	Download Attachment

The Reviewed Firm will then need to access the item under “My Work” from their PRIMA homepage:

Home | My Work

Hi, [redacted]

My Work	My Team Reviews	Information Only	My Notifications
1 Items	5 Items	0 Items	0 Items

My Work

Case ID	Task Description	Case Description	Case Status
[redacted]	Enter Scheduling Information	Scheduling	Open-SCH-Info-Req

This will then allow the Reviewed Firm to click on their Scheduling Case ID: SCH-xxxxxx and proceed to schedule their peer review:

Scheduling (SCH-316804) : Open-SCH-Info-Req

1 Introduction — 2 Review Information — 3 Sharing Peer Review Info — 4 Team Type

Introduction

You have previously responded to questions in the Peer Review Information (PRI) about your firm's practice so that the AICPA Peer Review Program can identify your peer review needs and quality control risks. The following information is necessary to schedule your firm's peer review. Approval of this information and your peer review team must be obtained prior to commencement of the review. Your firm is required to respond to all questions as a condition of cooperation with the AICPA Peer Review Program.

Review Information

Review Number: [redacted]

Review Year-End: 07/31/2017

Peer Review Due Date: 07/31/2017

Review Dates

Specify estimated dates below; you may change these dates later if circumstances change.

Estimated Commencement Date:

* Required Field

Estimated Closing Meeting Date:

* Required Field

Estimated Exit Conference Date:

* Required Field

Review Type

Based on responses in your firm's Peer Review Information Form, your firm is required to have a System Review, which focuses on a firm's system of quality control.

* Please reevaluate your estimated closing meeting date since it is less than 30 days before your exit conference date (which needs to occur by your firm's due date). The closing meeting should ordinarily occur at least 30 days prior to the firm's exit conference date to allow sufficient time for the firm to determine appropriate remediation with respect to findings, deficiencies, and significant deficiencies, if applicable. Your review will be subject to noncooperation procedures after its due date.

Clarification of Timing

- **Prior to finalizing the peer review report, the reviewer should discuss preliminary results with the firm at a <u>closing meeting</u>. After assessing the firm's responses to matters, findings, and deficiencies or significant deficiencies, the reviewer will hold an <u>exit conference</u> to discuss the final results, pending AE acceptance. The closing meeting should ordinarily occur at least 30 days prior to the firm's due date. These meetings may be combined if appropriate.**
  - System Reviews: The closing meeting should be held in person but the exit conference may be held via teleconference.
  - Engagement Reviews: The closing meeting and exit conference may be held via teleconference.

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The content of the Reviewed Firm's letter of response (LOR), if applicable, can be discussed at the closing meeting and before the exit conference if applicable. The LOR will need to be ready to submit at the exit conference so the peer reviewer can upload the document with her or her other peer review work papers.

FSBA:

Facilitated State Board Access (FSBA)

The AICPA has implemented a process called Peer Review Facilitated State Board Access (FSBA), which facilitates the voluntary disclosure of peer review results via a secure, state board/licensing body (hereinafter referred to as *BOA*) web site. The goal of this process is to create a nationally uniform system through which CPA firms can satisfy BOA peer review information submission requirements and increase transparency. For more information, click here.

We are engaged in an ongoing collaborative effort with the AICPA and state CPA societies for this to be the primary process by which all BOAs obtain peer review results. Over time, this process will help to make the submission of firm's peer review information easier. **This process may not have replaced the current peer review information submission requirements of the BOA(s) by which your firm is licensed, so be sure to follow your BOA's information submission requirements until further notified.**

In accordance with AICPA Facilitated State Board Access requirements, I voluntarily agree that my firm's peer review results, including the acceptance letter, peer review report, letter of response, letter(s) signed by the reviewed firm accepting the peer review documents with the understanding that the firm agrees to take certain required actions, and letter notifying the reviewed firm that certain required actions have been completed, if applicable, will be made available to the state board of accountancy in the state in which my firm's main office is located, which is the Illinois Department of Financial and Professional Regulation , unless Opt out.

Do you want to Opt In to FSBA ? ☐

You have chosen to opt out of the Facilitated State Board Access process. Select publicly available information will be made available to the Board, such as review period covered by the review and report acceptance date, amongst other information per the Standards for Performing and Reporting on Peer Reviews. If your state board has a peer review document submission requirement, opting out of this process may cause the Board to request required peer review documents directly from your firm. If you have any questions, please contact your administering entity. You may change your opt out selection at any time by logging into PRIMA and updating your FSBA selection.

Public File: A "Yes" or "No" response is required.

Public File

Paragraph .146 of the Peer Review Standards states that neither the administering entity nor the AICPA shall make the results of the review, or other information related to the acceptance or completion of the review, available to the public, except as authorized or permitted by the firm under certain circumstances.

Firms that are currently members of the PCPS, EBPAQC, or GAQC already have their peer review results included on the AICPA's Public File website.

Although your firm is not a member of those groups, your firm has the option to voluntarily disclose to the public its peer review results on the AICPA Public File website, along with its –

- Peer review report
- Peer review acceptance letter
- Letter of response (if applicable)
- Signed acceptance letter agreeing to corrective actions (if applicable)
- Notification of completed corrective actions (if applicable)

Do you want to include your firm's peer review results and documents on the AICPA Public File? Select

* Required Field

The Reviewed Firm then clicks "Next":

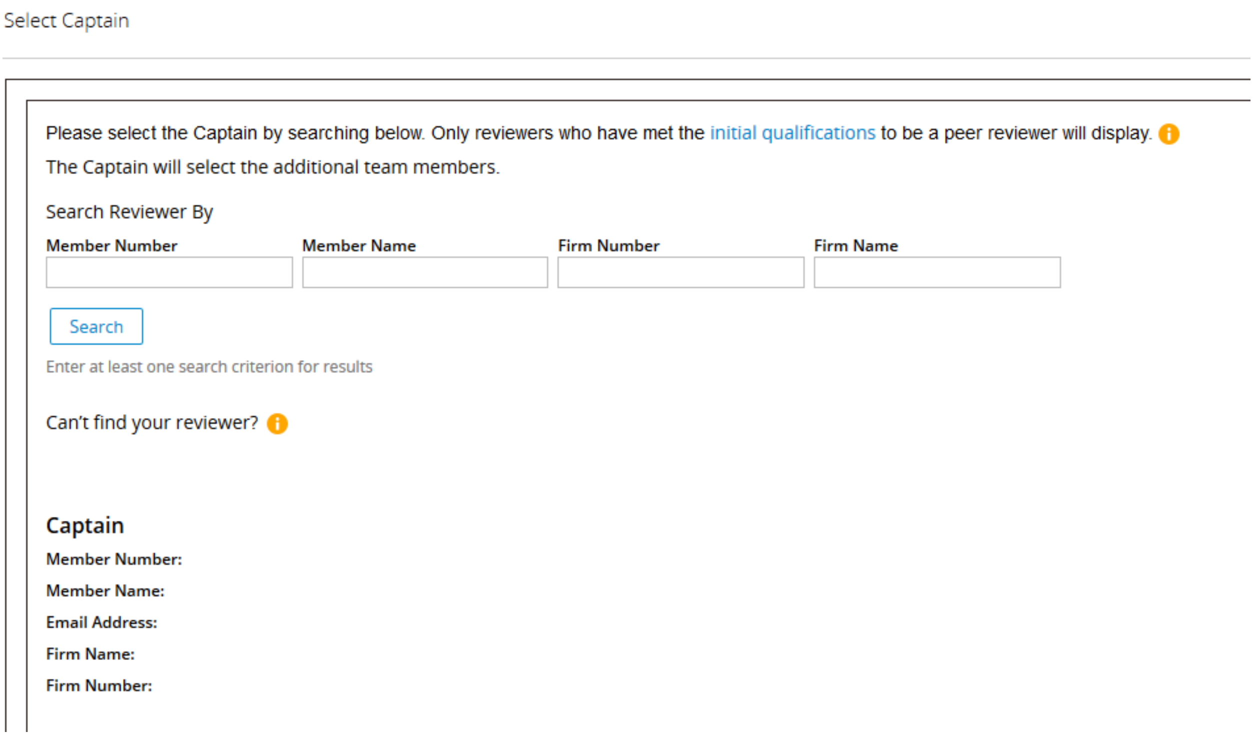
Review Team Type:

Note: The screen shots shown are for a system review. If you firm is eligible for an engagement review, a Committee Appointed Review Team (CART) option will be provided.

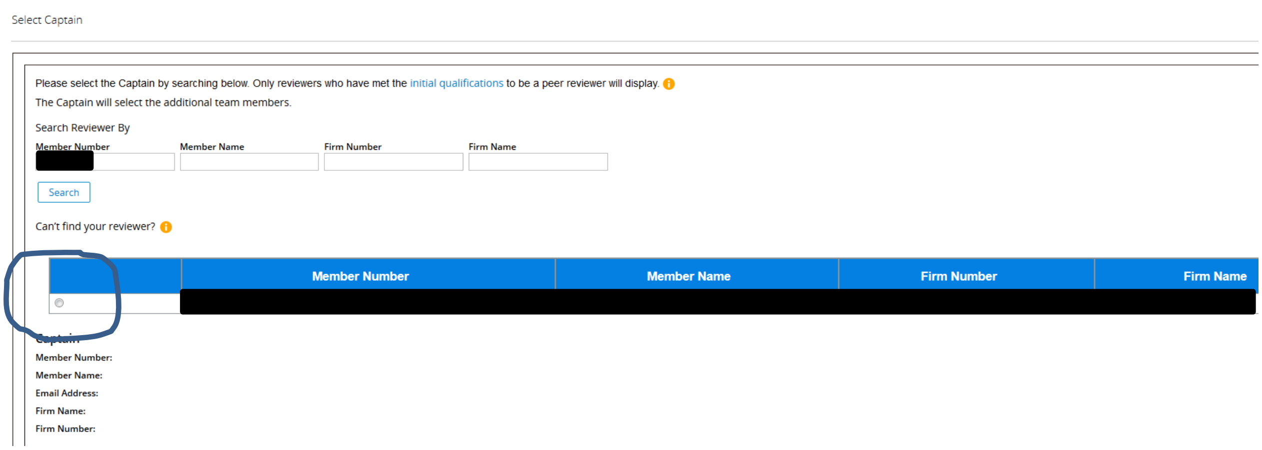
Type Of Review Team:

Firm On Firm

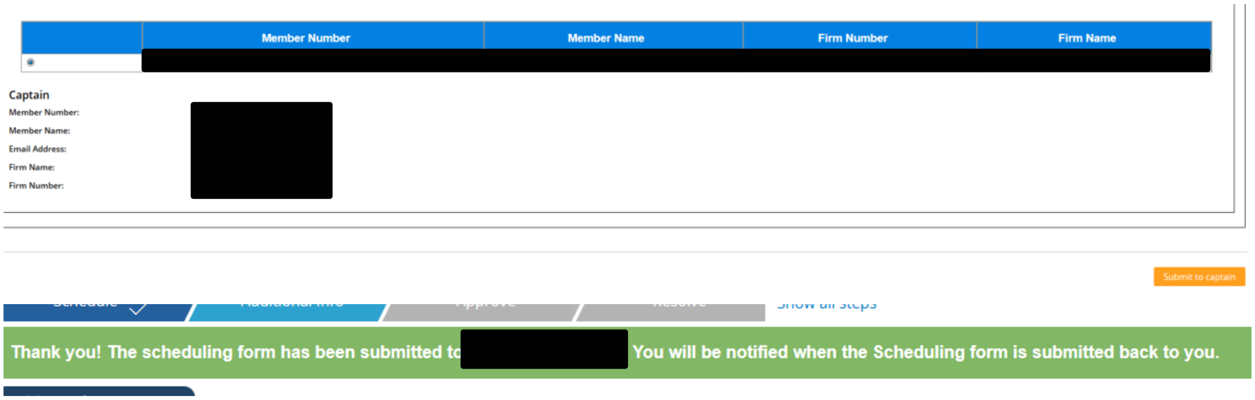
Your firm will have a Firm on Firm Review.



Search for your peer review team captain (review captain) by member number, member name, firm number or firm name. **<u>Note:</u>** It is advisable to start only with the reviewer's last name to perform an effective search.

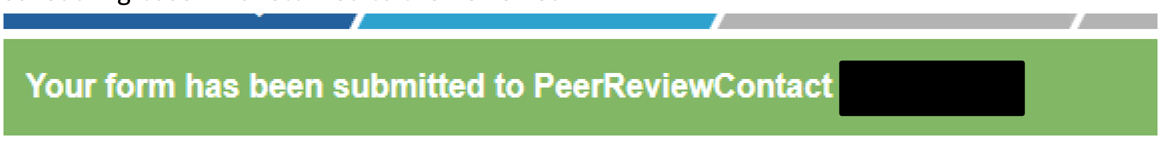


Click the radio (small circular) button next to the left of the reviewer's member number and click "Submit to captain."

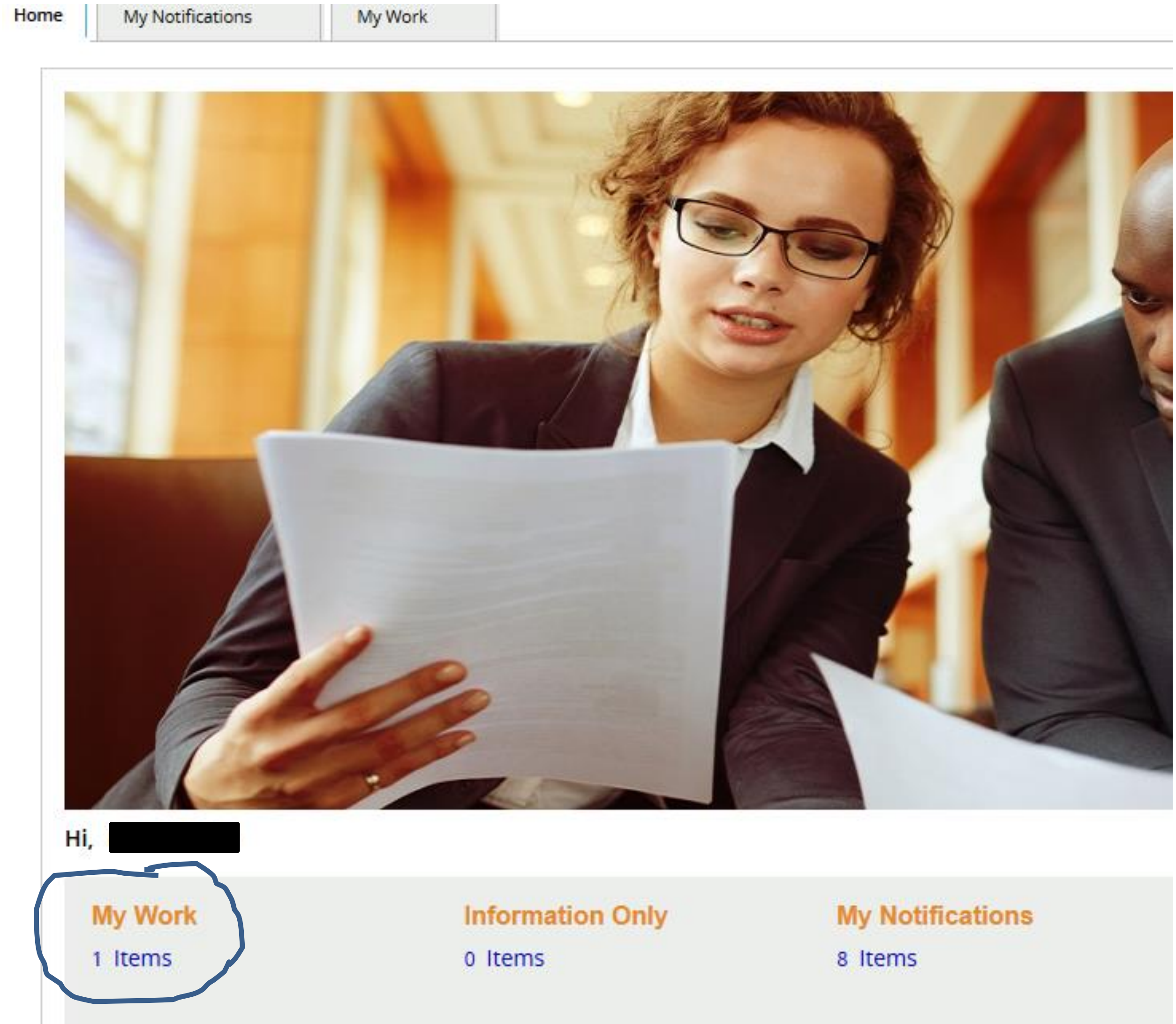


The potential team captain (review captain) will then need to go to their PRIMA home page and go to their “My Work” section. The Reviewed Firm will no longer see the scheduling Case ID under its “My Work” section.

After the potential team captain (review captain) has agreed to perform the firm’s peer review, the scheduling Case ID is returned to the Reviewed Firm:



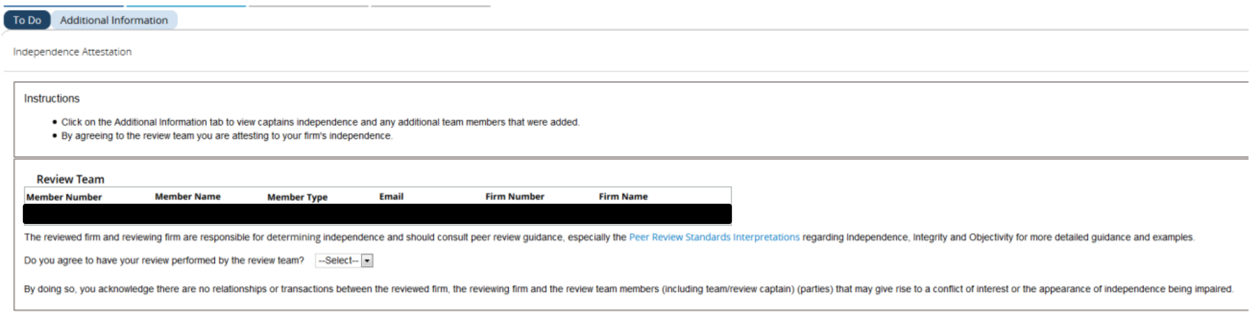
The Reviewed Firm then needs to go to “My Work” on their PRIMA home page to access the scheduling Case ID:



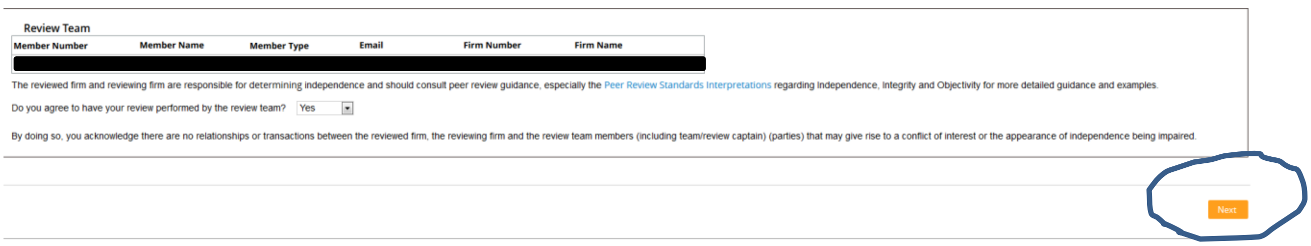
My Work

Case ID	Task Description	Case Description	Case Status
[redacted]	Acknowledge Independence	Scheduling	Pending-Submit To AE

The Reviewed Firm will click on its scheduling Case ID to proceed.



The Reviewed Firm must agree to let the review team listed perform the peer review "Yes" or "No". (The Reviewed Firm has the ability to review the additional information previously noted which has now been updated with the team captain and team member information). The firm would select "Yes" and click "Next" on the lower right-hand corner of screen.



A summary screen is then provided:

The Reviewed Firm would then click the "Next" button again.

The Reviewed Firm must then must acknowledge the following three statements including resignation restrictions by checking the boxes in agreement (required):

Acknowledgement

Check the boxes to document your acknowledgement of each item:

☐	**Accuracy of Information Provided:** To the best of my knowledge and belief, the information submitted is true and correct. I understand I am required to update my firm practice and other scheduling information (including commencement, closing meeting and exit conference dates) for any changes. This includes whether your firm subsequently: • performs an engagement in a new practice area or industry • expect it will perform an engagement in a new practice area or industry • no longer expects to perform an engagement that was the only engagement in that practice area or industry, that is within the peer review's scope. This also applies whether the year-end (or report date, for financial forecasts, projections or agreed upon procedures) falls within the peer review year or the period subsequent to it. I understand that failure to properly represent my firm's practice, including relationships or transactions with reviewing firms and team/review captains and team members (and their firms) that may give rise to a conflict of interest or the appearance of independence being impaired, may result in my firm's enrollment being dropped or terminated and, if dropped or terminated, will result in referral of the matter for investigation of a possible violation to the appropriate regulatory, monitoring, and enforcement bodies.
☐	**Resignations:** My firm agrees to be bound by the Peer Review Standards, including those that may restrict our right to resign from the program once a peer review has commenced. **In particular, we understand that resignations during the course of a peer review will not be allowed except as set forth in *Peer Review Standards*.**

The Reviewed Firm then "Submits" the form (lower right-hand side of screen).

Thank you for submitting the Scheduling Form. The scheduling checks have been initiated and could take up to 5 minutes to process. If there are any scheduling errors, the peer review contact will receive an email. If there are no scheduling checks, the form will be submitted to the Illinois CPA Society for approval. The firm and reviewer will receive an email when the scheduling is approved.

PRIMA then runs a scheduling check for errors. If there are no scheduling errors that the Reviewed Firm or peer reviewer need to resolve, the scheduling Case ID will be submitted to the peer review administering entity (AE) for approval.

Once approved, the Reviewed Firm and peer review team captain will go to "Notifications" on the PRIMA home page to obtain schedule approval letters:

Home | My Notifications

Hi, [redacted]

My Work	My Team Reviews	Information Only	My Notifications
0 Items	6 Items	0 Items	1 Items

My Notifications

Case ID	Attachment Name	
RVW-[redacted]	TC_NC_OK-Confirmation Letter.pdf	Download Attachment