



Peer Review Program



Peer Review Program

Administered in Connecticut by the Connecticut Society of CPAs

**THANK YOU FOR CONSIDERING CTCPA AS YOUR PEER REVIEW ADMINISTRATIVE ENTITY.**

The CTCPA program staff is well situated to handle your firm’s peer review administration.

Lynette Lindner, Peer Review Administrator, is available to help you with any of the administrative peer review functions including using PRIMA and the peer review process. Julie McNeal, CPA on staff, is your point of contact for technical questions.

**CTCPA Peer Review Staff**

Lynette Lindner	Administrator	860-259-1062	lynettel@ctcpas.org
Julie McNeal	CPA on Staff	860-258-0236	juliem@ctcpas.org

**CTCPA Peer Review Fee Structure**

Annual Fee*		Service and Evaluation Fee	
Firm Size		Engagement Review	System Review
1 Professional	\$205	\$400	\$450
2-5 Professionals	\$385	\$425	\$450
6-10 professionals	\$435	\$425	\$450
11-19 Professionals	\$715	\$425	\$450
20+ Professionals	\$820	\$425	\$450
Billed annually in June.		Billed in the year of review.	

\*Firms without any state society membership are charged an additional \$350.

CTCPA is required by the AICPA to evaluate reviewers performing reviews under their jurisdiction. Any restrictions placed on a reviewer by another state jurisdiction are also applicable to CTCPA.

Below is guidance from the AICPA detailing the steps necessary to change administrative entities.

**Changing Venue and Firms Moving Between AEs**

An administering entity (AE) ordinarily administers peer reviews for all firms whose main branch (“home”) is located within the state or states for which the AE has been approved by the AICPA Peer Review Board to administer the AICPA Peer Review Program (e.g., its jurisdiction). When a firm requests an AE other than the AE approved for their “home” state administer its peer review, this is considered a change in venue.

**Timing**

A Change in Venue can be requested any time prior to the commencement of the firm’s peer review. Ordinarily, once a review has commenced, a firm should not change venue until its peer review has been completed.

**Requesting a Change in Venue**

If an enrolled firm wishes to have an AE administer their peer review and the firm’s main branch is in the jurisdiction of another AE, the firm must request the change in writing from the AE it would like to administer its review. Ordinarily, this request should be made with enough time such that the review can be completed without any extensions. All change of venue requests must be approved by the new AE and the "home" AE should receive documentation of the new AE’s approval.

### **ADMINISTERING ENTITY CONSIDERATIONS FOR APPROVAL**

Before approving a change in venue, an Administering Entity should consult with the “home” AE regarding the firm’s enrollment and review history. Administering Entities should consider all potential impacts of administering reviews for firms outside their jurisdiction, including but not limited to:

- state board of accountancy rules and regulations
- Peer Review Oversight Committee (PROC) requirements, and
- other logistical matters related to administering those reviews.

An AE should also consider any appropriate oversight risks for the firm or reviewer for any new firms it accepts through change in venue, just as they would with any other review they administer. An AE is not obligated to administer peer review for a firm whose main branch is not located in the state or states for which it has been approved to administer the Program.

### **APPROVING A CHANGE IN VENUE REQUEST**

If the request is approved, the new AE should notify the firm that a change has been approved and contact the AICPA’s AE Support team at [aesupport@aicpa.org](mailto:aesupport@aicpa.org) with a copy to the firm’s home AE to request the change of venue in PRIMA. A copy of the firm’s written request to the AE (email is acceptable) is required to be submitted with the request for change.

AE changes might not be permitted if:

- the firm has an open peer review (i.e., commenced but not completed) administered by the home AE
- the firm has any open Implementation Plans issued by the home AEs Peer Review Committee

### **DENYING A CHANGE IN VENUE REQUEST**

If the request is denied, the AE should notify the firm that it is unwilling to approve their request.

### **RESCINDING A CHANGE IN VENUE**

An Administering Entity that has previously approved a change in venue for a firm not located in its jurisdiction may rescind the change in venue at any time, assuming the following:

- the firm does not currently have a scheduled review administered by the AE
- the firm does not have an open peer review (i.e., commenced but not completed) administered by the AE
- the firm does not have any open Implementation Plans issued by the AEs Peer Review Committee

Administering Entities must notify the firm in writing that they will no longer be administering the firm’s peer review and that they will be returned to their home jurisdiction. The AE is not required to provide an explanation for their decisions to rescind a change in venue, simply that they will not be administering the firm’s next review and that the firm will now be administered by their home AE. Ordinarily, an AE should not rescind a change in venue within 220 days of a firm’s due date.

AEs rescinding a change in venue should submit a request to [aesupport@aicpa.org](mailto:aesupport@aicpa.org) to have the firm returned to their home jurisdiction and provide a copy of the notification to the firm and copy the firm’s home AE on that request.

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