

Peer Review Program Enrollment Form



AICPA Peer Review Program
And NYSSCPA Peer Review Program
Administered by New York State Society of CPAs

Peer Review Program Enrollment Form

Enrollment Form Instructions

For Firms Enrolling in the AICPA Peer Review Program:

In order to be admitted to or to retain membership in the American Institute of Certified Public Accountants (AICPA), members of the AICPA engaged in the practice of public accounting in the United States or its territories are required to be practicing as partners or employees in firms enrolled in an approved practice-monitoring program...

At least one partner of the firm must be a member of the AICPA to enroll in the AICPA Peer Review Program.

For Non-AICPA Firms:

Beginning January 1, 2012, Section 7410 of the NY State Education Law requires most registered public accounting firms to undergo quality review of the firm's attest services every three years.

http://www.op.nysed.gov/prof/cpa/cpaqualityreview.htm

For ALL Firms:

Please complete this form and return it by fax or email to the New York State Society of CPAs. Email: peerreview@nysscpa.org; Fax: (888) 250-3285.

Name and address of the main office of the firm (including sole practitioners):

Name _____ AICPA Firm # _____

(If reenrolling)

Address _____

City _____ County _____ State _____ Zip Code _____

Information about your firm:

1. Name of managing partner or equivalent:

Mr. Ms.

First Name _____ M.I. _____ Last Name _____

Is the managing partner a member of the AICPA? Yes No

1 Services include all engagements covered by Statements on Auditing Standards (SASs); Statements on Standards for Accounting and Review Services (SSARs) [SSARs that provide an exemption from those Standards in certain situations are likewise excluded from this definition of an accounting and auditing practice for peer review purposes]; Statements on Standards for Attestation Engagements (SSAEs); Government Auditing Standards (the Yellow Book), issued by the U.S. Government Accountability Office (GAO) and audits of non-SEC issuers performed pursuant to the standards of the Public Company Accounting Oversight Board (PCAOB).

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Report date of initial engagement _____

7. Does the firm perform or expect to perform the following, including engagements under International Standards⁵ (If yes, indicate the year end⁷ date and report date of the initial engagement on the line provided):

			Year-end Month/Year	Report date Month/Year
Reviews ⁸ of financial statements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Compilations ⁸ of financial statements with disclosures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Compilations of financial statements that omit substantially all disclosures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Engagements performed under the Statements on Standards for Attestation Engagements (SSAEs) including financial forecasts and projections ⁶ , agreed-upon procedures and other engagements, and excluding the engagements referred to in question 6?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____

Please Note: The firm's (or individual's) due date for its initial peer review is based on their practice, the year-ends of their engagements, the report dates of their engagements, and the number and type of engagements to be encompassed in the review. The firm (or individual) MUST notify the peer review administering entity promptly if there are any changes in the types of service being rendered after submission of this form.

8. PCAOB Registration --- Is your firm required, or does it expect to be required, to be registered with and inspected by the Public Company Accounting Oversight Board (PCAOB) (excluding broker-dealers⁹)?

Yes No

If yes, indicate the following –

- a. Total number of SEC issuers for which the firm prepared audit reports during the preceding calendar year, as most recently reported to the PCAOB: _____
- b. Total number of SEC issuers for which the firm played a substantial role in the audit during the preceding calendar year, as most recently reported to the PCAOB: _____

9. Does the firm perform, or expect to perform, any engagements that are not defined as issuers by the PCAOB (i.e. non-SEC issuers), under professional standards issued by the PCAOB?

Yes No

If yes, please indicate the total number of such engagements _____.

If you responded “yes” to question 8 or 9, your firm is required to have its review administered by the National Peer Review Committee (NPRC)¹⁰ at the AICPA and your firm will be subject to the NPRC's administrative fee structure. Information related to this fee structure can be found at <http://tinyurl.com/nprcfees>.

⁷ Please provide report date, instead of year end date for compilation and agreed upon procedures of prospective financial statements performed under the SSAEs, excluding the engagements referred to in question 6.

⁸ The terms “compilation” and “review” as used herein refer to compilation and review engagements performed under SSARS. “Financial forecasts and projections” as used herein refers to compilation or agreed-upon procedures engagements of prospective financial statements performed under the SSAEs, Financial Forecasts and Projections (AICPA, Professional Standards, AT sec.301). Examinations performed under those standards are included in question 6.

⁹ Auditors of broker-dealers are required to be registered with the PCAOB. In late 2010, the PCAOB announced a proposal for an interim broker-dealer (BD) inspection program to determine what auditing standards are needed and what the scope should be for their permanent inspection program. If your firm is subject to PCAOB inspection only due to broker-dealers, answer question 10) “No.” This is because at this juncture, performing audits of broker-dealers is not a trigger for requiring a firm's peer review to be administered by the NPRC.

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10. If the firm is not required to have its review administered by the NPRC, does it choose to do so?

Yes No

If yes, the firm will be subject to the NPRC’s administrative fee structure at <http://tinyurl.com/nprcfees>.

If you are uncertain about your answers to questions 8) through 10) or the impact of them, please contact the NPRC at nprc@aicpa.org or (919)402-4502.

Applicant’s statement: To the best of our knowledge and belief the information submitted herewith is true and correct. We understand that acceptance of this application will enroll our firm in the AICPA/NYSSCPA Peer Review Program. We agree to be bound by the policies and procedures of the AICPA/NYSSCPA Peer Review Program, including those which may restrict our right to resign from the AICPA/NYSSCPA Peer Review Program once a peer review has commenced. We also understand that if all the partners of the firm who are members of the AICPA/NYSSCPA resign while a peer review is in process, the firm will not be unenrolled from the AICPA/NYSSCPA Peer Review Program until the review is completed.

ACKNOWLEDGEMENT OF REQUIREMENTS:

This statement should be signed by the firm’s managing partner.

Signature _____ Date _____

Print Name _____ Title _____

Please return this form as soon as possible to:

Fax#: 888-250-3285

OR

Email: peerreview@nysscpa.org

¹⁰ See Interpretation 11-1 of the Standards “Peer Reviews To be Administered by the National Peer Review Committee” which can be found on the AICPA Peer Review Program website at: <http://tinyurl.com/prguidance>. The NPRC was formerly known as the Center for Public Company Audit Firms Peer Review Program (CPCAF PRP).