

The Following are a Few Reminders for Your Firm's Upcoming Peer Review

Scheduling

- **All** outstanding review fees from the firm's prior review must be **paid in full** prior to the scheduling of the firm's current review.
- All peer review information will be sent to your firm's managing partner and peer review contact via email. Please be sure that all email addresses are current and notify us immediately if these email addresses change. Also, please be sure that your computer is configured so that emails you receive from peerreview@ohiocpa.com are accepted.
- A review can take several months to complete, so **please plan accordingly**. If your review due date falls within tax season months, be sure to schedule a time with your reviewer in order for the review to be performed at a more convenient time for your firm. *Firms that would like their review due date changed so it does not coincide with the tax season months or with their firm registration renewal date with the Accountancy Board of Ohio should submit a written request for a permanent year-end change to the peer review committee (please note: due dates are assigned six months after the firm's year-end.)*
- You can drastically decrease the time it takes for your firm's peer review to be completed, if you submit all required documents and respond to all administrator, reviewer and technical reviewer questions in a timely manner.
- If you need assistance in locating a peer reviewer to perform your firm's peer review, please refer to the online [Reviewer Search](https://peerreview.aicpa.org/resume/ResumeDetail.aspx) at <https://peerreview.aicpa.org/resume/ResumeDetail.aspx>
- Your reviewer must be approved by the OSCP peer review administrator **before** the review is performed to ensure the reviewer is qualified. You and your reviewer will both receive written confirmation of approval. ***Please make sure your reviewer is aware of your ABO registration renewal due date.*** If your firm's review is performed without prior approval, your firm runs the risk of the reviewer not being qualified and the review will have to be performed by another approved reviewer at your firm's expense.

Changes with the Review

- **All** requests for changes concerning your firm's review must be submitted in writing (by the firm, not the reviewer) for consideration to: email to: peerreview@ohiocpa.com, Peer Review - The Ohio Society of CPAs, 4249 Easton Way, Suite 150, Columbus, OH 43219 or fax to: (614)764-3977 (*Verbal requests are not permitted*). *This includes, but not limited to:*
 - **Due Date Extensions** (*extensions are granted on a very limited basis up to 90 days and cannot be granted past the ABO renewal deadline assigned to your firm*). This is a temporary extension of the due date and does not change your review due date for future reviews. Extension requests will only be granted when there has been a natural disaster or life-altering event. Extension requests will not be granted for situations where the firm doesn't have time or isn't prepared.
 - **Permanent Year-End Changes** – Firms may permanently change their peer review year-end. Once this change is approved, it will be effective for all peer reviews thereafter.

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- **Corrective or Monitoring Action Requirements** – This is for any firms that need to request an extension or ask for a waiver of the committee required corrective or monitoring actions (*extensions are granted on a very limited basis and will not be granted past the ABO renewal deadline assigned to your firm*).

Oversight

- Each year at least 2% of the reviews being administered will be selected for oversight. The purpose of the oversight process is to ensure that the review is being performed in accordance with the *AICPA Peer Review Program Standards*. Therefore an oversight representative may be accompanying your peer reviewer during the performance of your firm's peer review. Your firm will be considered non-cooperative and its enrollment from the program will be terminated, if does not cooperate with the oversight process.

Review Completion

- **All** reviews completed to the committee's satisfaction will be issued a **final** acceptance letter. If your review is accepted with additional corrective or monitoring requirements assigned by the committee, you must have **all** requirements completed before a final acceptance letter is issued for your review.

Firm Registration Compliance with the Accountancy Board of Ohio

Public accounting firms that perform attest engagements are required to be registered with the Accountancy Board of Ohio and are subject to the peer review requirements. All firms are due to renew every three years on October 31st of the year assigned by the Accountancy Board of Ohio. It is the firm's responsibility to submit to the Board all required firm registration renewal documentation by that date.

- **Firms may have a due date for the peer review program that falls after the Accountancy Board of Ohio (ABO) firm registration renewal date, so please pay special attention to this when scheduling your review.** Example: 12/31/16 is your peer review due date and 10/31/16 is your firm's registration renewal date with the Accountancy Board. **You must have the review completed in time to submit the required documentation to the Accountancy Board by 10/31/16 or you will jeopardize your firm's registration as well as individual licenses to practice.** The only exception to this is if your firm's review cycle is one or two years ahead of the registration renewal date and the firm's prior review final acceptance letter has not been previously submitted (you can verify that information with the Accountancy Board of Ohio directly at (614) 466-4135. **The Accountancy Board of Ohio does not grant extensions and does enforce late submission fines!**
- All firms are required to submit the *Peer Review Compliance Reporting Form* along with specific peer review documentation to the Accountancy Board of Ohio **within 30 days of receiving their peer review results**. For those firms that received a pass peer review report and have opted into having your firm's information posted electronically to the Facilitated State Board Access website, your peer review results will be posted automatically within 30 days therefore your firm will only be required to submit the completed compliance form to the Accountancy Board of Ohio.
- For further information on the firm registration requirements or to obtain a copy of the compliance form, please visit the Accountancy Board of Ohio's website at <http://www.acc.ohio.gov/CPAFirms/PeerReview.aspx>

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Peer Review Fees

- A **late fee** of \$100 for any 2nd requests and \$150 for any 3rd requests for scheduling information will be assessed to firms until the required information is received (*firms will be dropped from the peer review program for non-cooperation, if the required information is not received within 30 days after the 3rd request*).
- The Administrative and Evaluation Fee is **in addition** to the review fees charged by the peer reviewer. This fee is billed once the reviewer has been approved to perform your firm's peer review.
- Firms that have additional corrective or monitoring actions, as required by the committee, will be assessed the following fees: \$125 for each CPE course required; and \$250 for the submission of any additional information for review. Your firm will be notified if any additional fees will be charged and your firm is responsible for payment of those fees.
- Firms that have had their prior peer review recalled will be charged \$1,850 administrative and evaluation fee for a replacement peer review.

Questions and Concerns

General Review or Scheduling Questions

The OSCP Peer Review Team is available to assist you with any general peer review questions between the hours of 8:00 a.m. – 5:00 p.m. Monday – Friday via phone at (800) 686-2727 or (614) 764-2727, email to peerreview@ohiocpa.com (Please allow 48 hours for processing), Fax: (614) 764-3977 or mail: The Ohio Society of CPAs, Suite 150, 4249 Easton Way, Columbus, OH 43219.

Information is also available online on the OSCP website at www.ohioscpa.com.

Technical Questions

The OSCP has technical reviewers available to assist you with any technical questions you may have. Please contact the OSCP Peer Review Team and they will provide you with contact information for the appropriate technical reviewer to get your questions answered.

Concerns

Any concerns that you have regarding the peer review administration should be submitted to the OSCP, Director Technical Services.

Any concerns regarding the peer review fees or committee decisions should be **submitted in writing** to the OSCP Peer Review Committee.