

Peer Review Checklist for Firms

Complete “Background” form

Engage Reviewer; complete Exhibit 2, “Information for Review Teams”
And submit with Background form to SCACPA Peer Review Office.

Calculate and Pay SCACPA Scheduling Fee by check or credit card.

Receive from SCACPA Confirmation of reviewer selection and commencement date.

Sign engagement letter and provide information requested by Reviewer,

Receive Reviewer’s Report and Letter of Comments, if applicable.

Submit Letter of Response to Reviewer, if applicable.

Submit copies of Report, Letter of Comments and Letter of Response, if applicable, to SCACPA Peer Review Office, 570 Chris Drive, West Columbia, SC 29169; fax 803-791-4196 or email gminor@scacpa.org prior to due date (as per Reviewer’s instructions).

Receive Letter of Acceptance/Completion from the South Carolina Peer Review Executive Committee.

NOTE: Until you have received a Letter of Acceptance from the South Carolina Peer Review Executive Committee, the results of your review may not be released or publicized in any way.

REMEMBER: It is your responsibility to schedule your peer review, retain your peer review acceptance letter, report, letter of comments and response, if any; and any other documents relating to your peer review until completion of your next peer review and furnish copies to the board of accountancy.