

Mentor Program Questions and Answers

What is the mentor program?

- A new program that allows a potential team captain (mentee) to meet their initial education requirement by being mentored by a qualified team captain (mentor) in lieu of attending Day 2 of the “How To” course.

How will mentors be approved?

- On or after November 1, 2011, qualified team captains can apply for pre-approval.
 - Potential mentors will submit an application to AICPA Staff,
 - Staff will consider certain criteria in determining whether a mentor should be approved, and
 - Staff will maintain a list of approved mentors and provide it to administering entities (AEs).

What criteria will staff use to approve mentors?

- During the three years prior to the application date,
 - The number of peer reviews in which the individual was a team captain,
 - The number of engagements reviewed during those peer reviews,
 - Formal peer review feedback issued to the individual (if any), the results of oversight, reports of weaknesses or deficiencies in reviewer performance, or AICPA or AE imposed peer reviewer restrictions,
 - The recommendations of the AE(s) which administered the majority of the peer reviews.

How will the program work?

- The mentee will identify and contact a mentor.
 - We anticipate they will identify a mentor by contacting AICPA Staff, their AE or by identifying the mentor themselves (if identified by a mentee, the potential mentor must submit the approval form).
- Prior to being mentored, the mentee must complete Day 1 of the “How To” course.
- The mentee will then perform team captain responsibilities on a review under the close supervision of an approved mentor.
- The mentor will complete the *Team Member Participation Checklist (Checklist)*, which includes a mentee evaluation.
- The mentor will submit the *Checklist*, along with the peer review working papers, to the AE.
- The AE will send the *Checklist*, along with any relevant notes about the review, to AICPA staff.
- AICPA Staff will approve or reject the mentee as a new team captain.

Where can I find information on the new mentor program?

- The forms and checklists associated with becoming a mentor and mentoring appear on the new mentoring section of the AICPA website.

The mentor program will be monitored for effectiveness during and after the 2012 “pilot” year

What do AEs have to do?

- We do not anticipate significant participation in this program during the “pilot” year.
- Be prepared to answer questions from mentees about how to find a mentor.
 - AICPA Staff will provide AEs with a list of approved mentors which will be updated periodically.
- Be prepared to answer questions from mentees about taking only Day 1 of the “How To” course.
- Send AICPA Staff documents for each potential mentor.
 - A recommendation regarding whether the mentor should be approved
 - If applicable to the three years prior to the application date: formal peer review feedback issued to the individual (if any), the results of oversight, reports of weaknesses or deficiencies in reviewer performance, or AICPA or AE imposed peer reviewer restrictions
- Receive the *Team Member Participation Checklist* along with the review working papers when a potential team captain is mentored.
 - You do not need to review this checklist. However, if the RAB notes anything that should be considered in approving mentee as a team captain, the applicable section of the checklist should be completed
 - Within 5 days after the review is approved, you should send the *Checklist* to Carl Mayes for consideration by AICPA Staff.

November 2011/jb