

Special Information for Firms with Peer Reviews In Progress or Due Prior to 2018

The AICPA plans to launch a new web-based application to administer peer reviews on May 1, 2017. If your firm is in the process of scheduling your review, please follow both sets of instructions below. If your firm has already scheduled your review, please follow the instructions titled For all firms to follow after May 1, 2017.

For firms in process of scheduling your peer review

If your firm has already begun the process of completing the Information Required for Scheduling Reviews Form (background form), providing team information, or scheduling a Committee Appointed Review Team (CART) review, **please ensure all scheduling information is received by your Administering Entity (AE) on or before April 10, 2017**. Scheduling information includes the background form, team information (Exhibit 1), and for CART reviews, the engagement letter for your review.

If your AE has not received your materials by April 10, you may be required to submit the information via the new web-based application, Peer Review Integrated Management Application (PRIMA), after it goes live. Any previously issued background and team information forms will no longer be valid after May 1, 2017. To avoid duplicate effort, if you are not prepared to submit those forms so that they are received by your AE on or before April 10, we encourage firms to wait to submit that information directly in PRIMA on or after May 1, 2017.

For all firms to follow after May 1, 2017

After May 1, 2017, all enrolled firms will complete all peer review information directly in PRIMA. This includes:

- Updating your firm's enrollment (including your firm's Managing Partner and Peer Review Contact as well as indicating the levels of service performed by your firm)
- Scheduling your firm's peer review
- Responding to Matters for Further Consideration (MFCs), if applicable, during your review
- Responding to Findings for Further Consideration (FFCs), if applicable, during your review
- Acknowledging your peer review acceptance letter
- Submitting evidence for corrective actions

What is PRIMA?

PRIMA is the new web-based application that will replace PRISM, which is the existing platform used by AEs, reviewers and firms like yours to manage the peer review process. We designed PRIMA to be intuitive and responsive to our changing environment. In addition, PRIMA will be easy to use and will have a robust knowledge base available to all users.

Interested in learning more about PRIMA?

We'll host free training after PRIMA go-live.

[Firm Training](#) - Tuesday, May 16, 2017 2-3:30pm EDT.

Check aicpa.org/PRIMA for a link to the archived March 22 Firm Training. Please register to access the archive.