

[Home](#) > [Approving Reviewer Schedule after Adding Team Members \(Firm\)](#)

Approving Reviewer Schedule after Adding Team Members (Firm)

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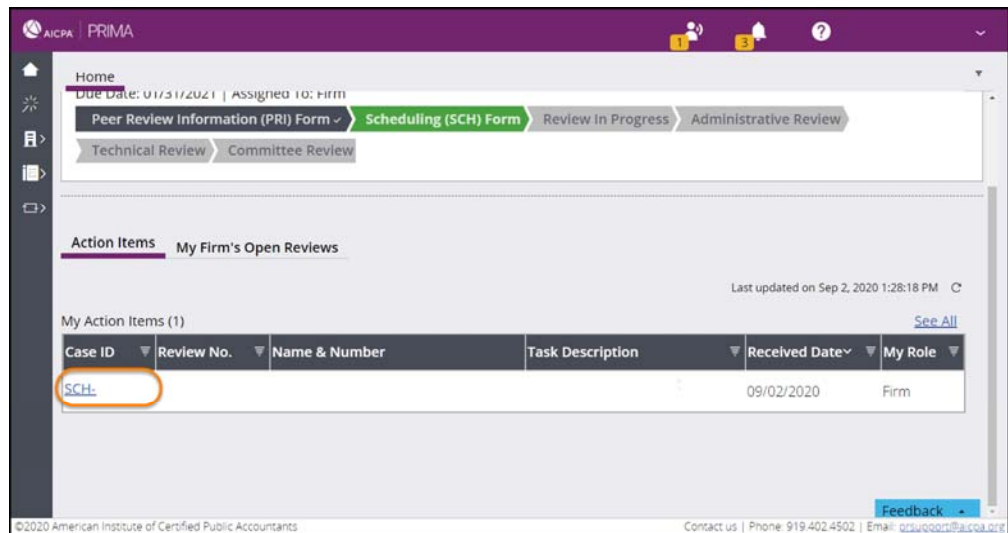
Once the reviewer / team captain has assigned a schedule and selected a team, scheduling checks are initiated to verify qualifications based on engagements. If there are any conflicts or additional team members have been added, the scheduling case is returned to the firm for corrections and final approval.

For video instructions, see [Approving Reviewer Schedule after Adding Team \(Firm\) - Video](#).

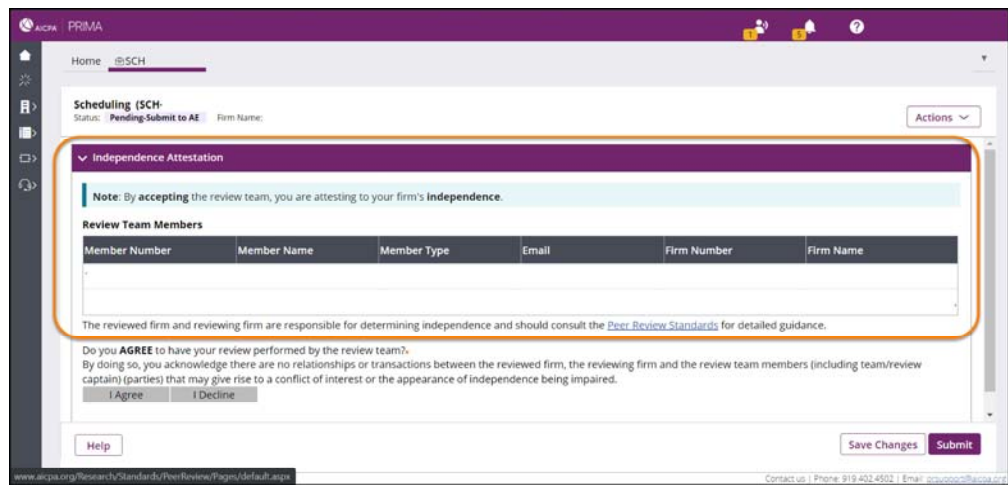
Note: For each of the sections below, you will see a purple header accompanied with an up arrow. Clicking on the arrow will expand and collapse each region, displaying additional information.

To approve reviewer scheduling and independence, perform the following steps:

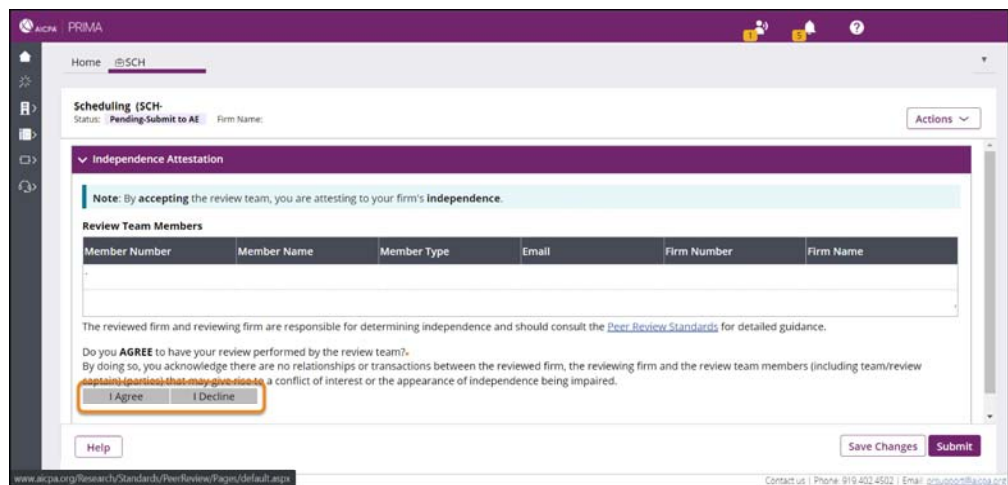
1. Under **Action Items**, click the scheduling (SCH) **Case ID**.



2. Review **Independence Attestation** and **Review Team Members**.



3. Select **I Agree** to the question **Do you agree to have your review performed by the review team?**



4. Under **Acknowledgements**, click **I Understand and Accept**.

PRIMA

Home @SCH-

Scheduling (SCH)
Status: Pending Submit to AE Firm Name: [Redacted] Actions

Independence Attestation

Acknowledgements

Accuracy of Information Provided

To the best of my knowledge and belief, the information submitted is true and correct. I understand I am required to update my firm practice and other scheduling information (including commencement, closing meeting and exit conference dates) for any changes.
This includes whether your firm subsequently:

- Performs an engagement in a new practice area or industry
- Expect it will perform an engagement in a new practice area or industry
- No longer expects to perform an engagement that was the only engagement in that practice area or industry, that is within the peer review's scope.

This also applies whether the year-end (or report date, for financial forecasts, projections or agreed upon procedures) falls within the peer review year or the period subsequent to it. I understand that failure to properly represent my firm's practice, including relationships or transactions with reviewing firms and team/review captains and team members (and their firms) that may give rise to a conflict of interest or the appearance of independence being impaired, may result in my firm's enrollment being dropped or terminated and, if dropped or terminated, will result in referral of the matter for investigation of a possible violation to the appropriate regulatory, monitoring, and enforcement bodies.

I Understand and Accept

Resignations

My firm agrees to be bound by the Peer Review Standards, including those that may restrict our right to resign from the program once a peer review has commenced. **In particular, we understand that resignations during the course of a peer review will not be allowed except as set forth in Peer Review Standards. We also understand that if all the partners of the firm who are members of the AICPA resign while a peer review is in process, the firm will not be un-enrolled from the program until the review is completed.**

I Understand and Accept

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5. Click **Submit**.

PRIMA

Home @SCH-

Scheduling (SCH)
Status: Pending Submit to AE Firm Name: [Redacted] Actions

This also applies whether the year-end (or report date, for financial forecasts, projections or agreed upon procedures) falls within the peer review year or the period subsequent to it. I understand that failure to properly represent my firm's practice, including relationships or transactions with reviewing firms and team/review captains and team members (and their firms) that may give rise to a conflict of interest or the appearance of independence being impaired, may result in my firm's enrollment being dropped or terminated and, if dropped or terminated, will result in referral of the matter for investigation of a possible violation to the appropriate regulatory, monitoring, and enforcement bodies.

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Scheduling checks will be initiated and could take up to 5 minutes to process. If there are any scheduling errors, the peer review contact will receive an email. For more information on resolving scheduling errors, see [Resolving Scheduling Errors in PRIMA \(Firm\)](#) and [Resolving Scheduling Errors \(Firm\) - Video](#). If there are no scheduling check errors, the form will be submitted to the Administering Entity for approval. The firm and reviewer will receive an email when the scheduling is approved.

After AE approval and the reviewer begins the review, the reviewer will create any potential MFCs and FFCs and upload working papers. Any required follow-up for the firm will generate an assignment under **Action Items**.

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