

Board of Accountancy

Peer Review Oversight Committee

Summary of Peer Review Committee Meeting

Date of Meeting: _____

| EVALUATION OF THE TECHNICAL ASPECTS OF THE MEETING CONTENT AND DISCUSSION | YES | NO | N/A | COMMENTS |
|---|------------|-----------|------------|-----------------|
| 1. Does it appear that the meeting has been adequately planned? Have members been provided an agenda and supporting materials in sufficient time to review and contribute to the meeting? | | | | |
| 2. Do the members appear prepared for the meeting? Does it appear that the members have reviewed the materials provided prior to attending the meeting? | | | | |
| 3. Are there a required minimum number of committee members present? | | | | |
| 4. Do the members appear knowledgeable about their responsibilities?? | | | | |
| 5. Are technical reviewers available during the meeting to address issues as they arise? | | | | |

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|---|--|--|--|--|
| 6. Were any specific problems or issues discussed? | | | | |
| 7. When issues arise in RAB meetings that cannot be resolved by the RAB, are all PRC members asked to discuss their position? | | | | |
| 8. Do the members consider how the AICPA National Peer Review Committee or how other states handle the issues being discussed? | | | | |
| 9. Does the Committee consider technical reviewers' recommendations and then come to its own decision? | | | | |
| 10. Has the Committee agreed to take any action on the problems or issues raised? | | | | |
| 11. Please comment on the Committee's knowledge of acceptance procedures and corrective/monitoring actions: <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does Not Meet Expectations (requires a comment below) | | | | |
| 12. Does the Committee discuss the performance of Team Captains? | | | | |

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|--|--|--|--|--|
| 13. Do the Committee members believe sufficient guidance is provided by the program and the various manuals and procedure documents? | | | | |
| 14. In what areas do committee members believe additional guidance is needed: | | | | |
| 15. Has the Committee demonstrated improvement from any prior oversight visit report? | | | | |
| 16. At the conclusion of the meeting discuss your findings with the organization's Peer Review Committee Chair and Program Director: <input data-bbox="310 704 407 756" type="checkbox"/> Meets Expectations <input data-bbox="716 704 812 756" type="checkbox"/> Does Not Meet Expectations (requires a comment below) | | | | |
| 17. Other comments, if any: | | | | |

The above checklist was prepared by:

Print Name

Signature