Arkansas State Board of Public Accountancy
101 East Capitol, Suite 450 • Little Rock, AR 72201
phone (501) 682-5532 • fax (501) 682-5538 • www.arkansas.gov/ASBPA

Quality Review Survey Instructions

Please read Board Rule 14 on our website and these instructions carefully before calling our office.

* **Firms and individual licensees are separately surveyed;** therefore, if the notification has your individual name and license number on it, do not submit the firm's peer review report (unless you are a sole proprietor).

* ***Complete the survey form by marking one of the following boxes for each of the 6 report types:***

- **No Report(s) Issued**

Please go to our website and click on the link that says "Online Quality Review- No Reports Issued" if:

A. You did not issue any reports since your last QR survey as an individual licensee, either active or inactive.

B. You did not issue any reports since your last QR survey as a sole proprietor, corporation, partnership or limited liability company.

You will need your QR number along with your license number to log into the online reporting system. It will not be necessary to return any documentation to the Board.

- **Report(s) Issued, Exempt From Reporting**
  Exemption may be claimed from reporting if you have had an **acceptable** PEER REVIEW REPORT (see Board Rule 14.3 (d)) completed between July 1, 2013 and June 30, 2016. Reports completed outside this date range do not qualify.

A. Check the "Report Issued. Exempt from Reporting" box for each of the sections that apply. Please check "No Reports Issued" for all other sections.

B. Attach to the survey:

i. A copy of the peer reviewer's Report Letter issued between 7/01/13 and 6/30/16, **and**

ii. A copy of the AICPA/ASCPA Acceptance Letter for your Peer Review report, **and**

iii. Copies of any Letter of Comments or Letter of Response,.

Sign and return the form and documents listed above ***to be received in our office no later than July 1, 2016.***

- **Report(s) Issued**

A. Check the "Report Issued" box for each of the six categories of the Survey Form for each report *type* issued. If a particular report was not issued, please mark "No Reports Issued" for that section.

B. Complete and sign page two of the Survey Form.

C. Attach a copy of the *most recently issued* report for *each type* of report issued **BY YOU OR YOUR FIRM**, with applicable ORIGINAL ENGAGEMENT PROFILE forms.

D. **Delete all information from the report that might identify you, your firm, or your client.**

E. **Add your QR number** to the upper right-hand corner of each page of the report and financial documents.

F. Submit the signed QR Survey form **and** reports with the accompanying financial statements and fees, ***to be received in our office no later than July 1, 2016***.

* **Fees -** Include the following fee(s) when submitting reports (see Board Rule 12) or the reports will be returned and considered late after July 20, 2016.

One report:	$100	Four Reports:	$250
Two Reports:	$150	Five Reports:	$300
Three Reports:	$200	Six Reports:	$350

No response or a late response may result in a fine being assessed for failure to respond or to respond timely.

6/10/2016

Instructions