



## **KANSAS SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS PEER REVIEW PROGRAM**

### **CHANGE IN VENUE AND FIRMS MOVING BETWEEN ADMINISTERING ENTITIES**

Here's a list of requirements and common questions and concerns related to the Change in Venue process.

#### **What is a Change in Venue?**

If an enrolled firm wishes to have an Administering Entity other than the AE that regularly administers Peer Review in their home state administer their review, they must request to do so for each peer review. This process is referred to as a Change in Venue.

#### **Is a Change in Venue permanent?**

No. A change in venue is only effective for the length of a single review. Once the review for which the change was requested is complete, the administration of the firm's peer reviews will revert to the AE administering peer review in the state where the firm's main branch is located.

#### **How Do I Request a Change in Venue?**

To request a change in venue, a firm must notify KSCPA Peer Review Administrator in writing of the reason why a change in venue is being requested. All requests for change in venue will be approved by the Peer Review Committee Chair. If the request is denied, the Administering Entity should have supporting documentation as to why it would not be appropriate to grant the request.

#### **When Would a Change in Venue be Allowed?**

The Peer Review Committee Chair may grant a change in venue if the firm has a permit to practice in the requested Administering Entity's jurisdiction and there is reasonable cause for the change. It should be noted that a change in venue is expected to be granted in isolated cases and only when extenuating circumstances exist to provide reasonable cause.

#### **When can a Change in Venue be Requested?**

A change in venue can only be requested once the firm has been notified of the peer review due date and the review number has been assigned.