

VBA Internship Program Certificate of Completion Checklist

Intern: Supervisor/Mentor:			
Bank:	Date	s of Internship:	through
Interns who	complete the following will receive	e the VBA Certificate of Com	npletion at the conclusion of their
induComPartileastInvolutionInserting	plete an American Bankers Associa stry training (must be approved by plete a capstone project and prese cipate in at least one of the in-perse three of the virtual VBA events. Ivement in a community support of ed on opportunities throughout the plete the VBA Internship Program	the VBA prior to completion entation. son events (Intern Orientation r volunteer opportunity (bar summer).	n of the course). on or Mid-Summer Meet Up) and at
Interns - C your mento	Complete the following checklist, at r.	tach all necessary documen	tation to this form and submit to
	Please return completed forms to N 2022. After review, the VBA will m	-	I to mmcdearmon@vabankers.org by and also send a copy to the host
	rn completed an ABA online trainin	g course OR equivalent onli	ne banking industry training.
	Course(s) completed: Interns – Please attach a copy completion from online training available to print at the conclus	provider) for each course c	etion from the ABA (or proof of completed (ABA certificates will be
C	rn completed a capstone project ar Capstone project topic:	· 	
C	Date of presentation: Interns – Please attach a copy Mentors – Please attach a cop	of the written project and p	presentation visual aid. e Project & Presentation Rubrics.
1 2 3	rn attended at least one of the in-p 2. 3. 4.		
	rn was involved in a community su Name/description of the event:		•
	rn completed the VBA Internship P Interns will complete the self-ever evaluation.	_	end the bank a copy of the completed
Signaturo	of Intern Date	Signature of	Mentor Date