



VBA Internship Program Certificate of Completion Checklist

Intern: _____ **Supervisor/Mentor:** _____

Bank: _____ **Dates of Internship:** _____ **through** _____

Interns who complete the following will receive the VBA Certificate of Completion at the conclusion of their internship:

- Complete an ABA online training course
- Participate in at least two of the virtual VBA events (Intern Orientation and at least one of the weekly Zoom meetings OR at least two of the weekly Zoom meetings)
- Complete five out of nine Realworld modules
- Involvement in a community support or volunteer opportunity (banks will determine specifics of this based on opportunities throughout the summer)
- Complete the VBA Internship Program self-evaluation

Complete the following checklist and attach all necessary documentation to this form. Please return completed forms to Monica McDearmon by email to mmcdearmon@vabankers.org. After review, the VBA will mail interns their Certificate and also send a copy to the host bank.

- Intern completed an ABA online training course
 - Course(s) completed: _____
 - Please attach a copy of the intern's Certificate of Completion from the ABA for each course completed (will be available to print at the conclusion of the course)
- Intern attended at least two of the virtual VBA events
 - Events attended: _____
- Intern completed five out of nine Realworld modules
 - Personal Finance
 - Health Care
 - Finding a Job & Accepting the Offer
 - Graduate School
 - Leasing an Apartment
 - Student Loans
 - Starting a New Job
 - Your First Year Out
 - International Students
- Intern was involved in a community support or volunteer opportunity
 - Name/description of the event: _____
- Intern completed the VBA Internship Program self-evaluation
 - Interns will complete the self-evaluation online; VBA will send the bank a copy of the completed evaluation.

Signature of Mentor **Date**

Signature of Intern **Date**