



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

<ul style="list-style-type: none"> <input type="checkbox"/> Personal Finance <input type="checkbox"/> Health Care <input type="checkbox"/> Finding a Job & Accepting the Offer <input type="checkbox"/> Graduate School <input type="checkbox"/> Leasing an Apartment 	<ul style="list-style-type: none"> <input type="checkbox"/> Student Loans <input type="checkbox"/> Starting a New Job <input type="checkbox"/> Your First Year Out <input type="checkbox"/> International Students
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- 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