

## AIB In-Bank Training – Worksheet

Bank \_\_\_\_\_ AIB Course Title \_\_\_\_\_

Dates Offered/Semester \_\_\_\_\_ Instructor Name \_\_\_\_\_

- 1) Determine the instructional hours for the course named above, where **50 minutes of classroom time is equal to 1 (one) instructional hour.** # Instructional hours =
- 2) AIB credit is awarded for satisfactory completion of courses that provide at least 3 hours of instruction (calculated in Step 1) and meet AIB academic standards\*.

Instructional Hours	AIB credit awarded
0-2	No credit
3-4	¼ credit
5-14	½ credit
15-29	1 credit
30-44	2 credits
45-59	3 credits

*\* All 2 and 3 credit courses have course objectives, require at least a final exam and receive a letter grade of A, B, C, D or F. All ¼, ½ and 1 credit courses that have a final exam may receive a letter grade of A, B, C, D or F. Those ¼, ½ and 1 credit courses that do not have a final exam will receive a P or F (Pass or Fail).*

- 3) The following NYBA fee schedule applies for AIB In-bank training courses where the instructor is provided by the bank and the textbooks/instructor manuals are purchased separately from the NYBA:

Instructional Hours	Credit	\$\$ per student – m/n-m	✓ (please check)
3-14	¼ credit – ½ credit	\$10/\$15	
15-29	1 credit	\$15/\$25	
30-44	2 credits	\$20/\$30	
45+	3 credits	\$25/\$40	

4) # Students \_\_\_\_\_ x \$ \_\_\_\_\_ /student =

**5) Record-keeping requirements:**

The bank must supply the Local ABA Training Provider (New York Bankers Association) with the following course information and student data. Excel spreadsheet recommended.

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Course Title</li> <li><input type="checkbox"/> Instructor and Instructor Bio</li> <li><input type="checkbox"/> Student Names</li> <li><input type="checkbox"/> Social Security Nos. – last 4 digits</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Date and Times course offered</li> <li><input type="checkbox"/> Attendance Roster</li> <li><input type="checkbox"/> Midterm/Final Exam/Final Grades</li> </ul> |
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All information, excluding grades, must be submitted before the course begins. Exam and final course grades should be submitted at the conclusion of the semester.

- 6) The bank will be invoiced once all course information, as listed above, has been submitted to NYBA.
- 7) NYBA will maintain records and track student progress towards AIB Diplomas and Certificates. Students who wish to receive an AIB diploma or certificate must complete the AIB Diploma/Certificate Application.

**Completed By:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Tel No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_