



**Massachusetts Technical Trades Work and Learning Program Prospective Intern  
and Co-op Coordinator Information  
2023 - 2024 Session: September 1, 2023 – August 30, 2024**

**TECHNICAL TRADES WORK AND LEARNING PROGRAM HIGHLIGHTS**

- **Funding is allocated on a first-come first-served basis to employers that register, perform eligibility checks, and submit all required materials to MassCEC.** Funding will be allocated until it is exhausted or the submission deadline is met. MassCEC is not able to place interns once the available funding is fully reserved or after the submission deadline. Please take note of the important Technical Trades Work and Learning Program (“the Program”) dates below.
- Interns are not allowed to sign non-compete agreements (see **Question #12**) with their Host Employers.
- We have found that the most proactive students are the ones that get placed into internships with clean energy employers. You may identify registered employers through the list included on your profile, or reach out to [previously participating employers such as those found here](#).

**IMPORTANT PROGRAM DATES**

<b>September 1, 2023</b>	Open enrollment and intern selection begins
<b>September 1, 2023</b>	2023 – 2024 session start date
<b>August 30, 2024</b>	2023 - 2024 session end date

## TECHNICAL TRADES WORK AND LEARNING PROGRAM PARTICIPATION STEPS

### **FOR HIGH SCHOOL STUDENTS:**

1. **Ask your Co-op Coordinator to register for an account at <https://www.masscec.com/register/coordinator> if they are creating a new account or log in to [masscec.com/user](https://www.masscec.com/user) if they already have an account.**

Coop coordinators will submit an application online on behalf of each student. Once the application is submitted you will then be visible in the student database and employers will be able to contact your coop coordinator. You must have a profile on this database for employers to confirm your eligibility with MassCEC for the Program.
2. **Respond to any employer communications you receive and reach out to clean energy employers you are interested in working for.**
  - a) A map of clean energy employers that have previously participated in our program can be found on the [employer map](#) page to help in your outreach to companies.
  - b) If an employer is interested in hiring you, they will send your name to MassCEC for an eligibility check.
  - c) If you are eligible, the employer may contact your co-op coordinator to set up a phone or in-person interview with you
  - d) MassCEC will reach out to your co-op coordinator if we need any additional information from you before your employer will be able to take any further steps with bringing you on for an internship. Please respond to any communication from your co-op coordinator promptly so that we can confirm your eligibility for your potential employer.
3. **If you are confirmed as eligible and the employer wishes to take you on for the session, they will send you an offer letter for you, your co-op coordinator, and your legal guardians (if applicable) to sign. The offer letter must include your name, expected date range to be worked, and wage/hour.**
  - a) Only after your signed offer letter has been received by MassCEC will we be able to officially reserve your funding for the session.
  - b) Please ensure information on the offer letter is accurate and that you are not being asked to sign a non-compete agreement (**Question #12**).
4. **Enjoy your Internship!**

Be sure to take advantage of this opportunity by learning valuable skills on the job and by networking with others in the industry.
5. **Fill out the student survey**

MassCEC will provide you with a link to the student survey before the conclusion of the session. Please fill out the form, as it greatly assists in administering this program and making it as useful to you as possible. The information submitted on this survey is anonymous, and we do not ask for any identifying information.

**FOR CTI STUDENTS (or high school graduates who are over 18):**

- 1) **Create a new account or log in to [masscec.com/user](https://masscec.com/user) if you already have an account.**

Once the application is submitted you will then be visible in the student database and employers will be able to contact you. You must have a profile on this database for employers to confirm your eligibility with MassCEC for the Program.

- 2) **Respond to any employer communications you receive and reach out to clean energy employers you are interested in working for.**

- e) A map of clean energy employers that have previously participated in our program can be found on the [employer map](#) page to help in your outreach to companies.
- f) If an employer is interested in hiring you, they will send your name to MassCEC for an eligibility check.
- g) If you are eligible, the employer may contact you to set up a phone or in-person interview with you
- h) MassCEC will reach out to you if we need any additional information from you before your employer will be able to take any further steps with bringing you on for an internship.

- 3) **If you are confirmed as eligible and the employer wishes to take you on for the session, they will send you an offer letter for you to sign. The offer letter must include your name, expected date range to be worked, and wage/hour.**

- a) Only after your signed offer letter has been received by MassCEC will we be able to officially reserve your funding for the session.
- b) Please ensure information on the offer letter is accurate and that you are not being asked to sign a non-compete agreement (**Question #12**).

- 4) **Enjoy your Internship!**

Be sure to take advantage of this opportunity by learning valuable skills on the job and by networking with others in the industry.

- 5) **Fill out the student survey**

MassCEC will provide you with a link to the student survey before the conclusion of the session. Please fill out the form, as it greatly assists in administering this program and making it as useful to you as possible. The information submitted on this survey is anonymous, and we do not ask for any identifying information.