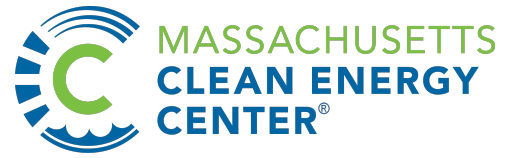


FOR PROSPECTIVE HOST COMPANIES INTERNSHIP PROGRAM



About the Program

The Massachusetts Clean Energy Internship Program is a workforce development initiative that enhances the talent pipeline for Massachusetts clean energy companies. The program facilitates the placement of students and recent graduates into **paid internships** across the Commonwealth.

Why should you host a MassCEC Intern?

- Employ student workers funded by MassCEC.
- Mentor a new generation of clean energy professionals.
- Additional staffing will help grow your business.
- Tap into a dedicated, enthusiastic workforce that is committed to learning about the clean energy industry.
- Find and hire your next star employee.

MassCEC Internships By the Numbers

The Massachusetts Clean Energy Internship Program is a competitive statewide program with over 3,300 student applications received annually.

MassCEC has placed over 5,000 interns at over 600 Massachusetts clean energy companies since 2011.

Since 2011, 900 interns have been hired for full or part-time employment.

The Massachusetts clean energy economy is booming with 68% job growth since 2010.

For more information: masscec.com/employer

Eligibility Requirements

Completing the Participating Host Employer Application Form does not entitle your organization to receive internship funds. In order for your organization to gain approval to participate, it must:

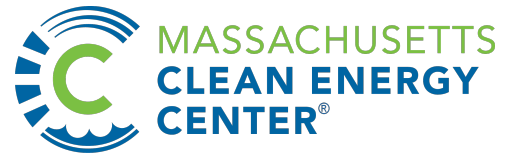
- Be an eligible clean energy employer;
- Be registered to do business in Massachusetts;
- Provide a meaningful internship (as defined in the agreement);
- Provide adequate proof that your organization is able to pay your intern(s) and all associated costs associated with employment;
- Not be an academic or government entity;
- Be in good standing with MassCEC.

Once you receive approval from MassCEC to participate as a host employer in the program, in order to gain approval for funding, your organization must successfully complete the following tasks:

- Select your intern(s) from the internship database;
- Confirm with MassCEC that your intern(s) meet the eligibility requirements;
- Submit to MassCEC an executed Offer Letter signed by both the host employer and selected intern(s).
- Once the eligibility check and signed offer letter has been sent to MassCEC, they will be reviewed for approval. If approved, MassCEC will issue an award letter to secure funding for your organization.

For more details: www.masscec.com/program/clean-energy-internship-program-employers

FOR PROSPECTIVE HOST COMPANIES INTERNSHIP PROGRAM



Hiring Clean Energy Interns

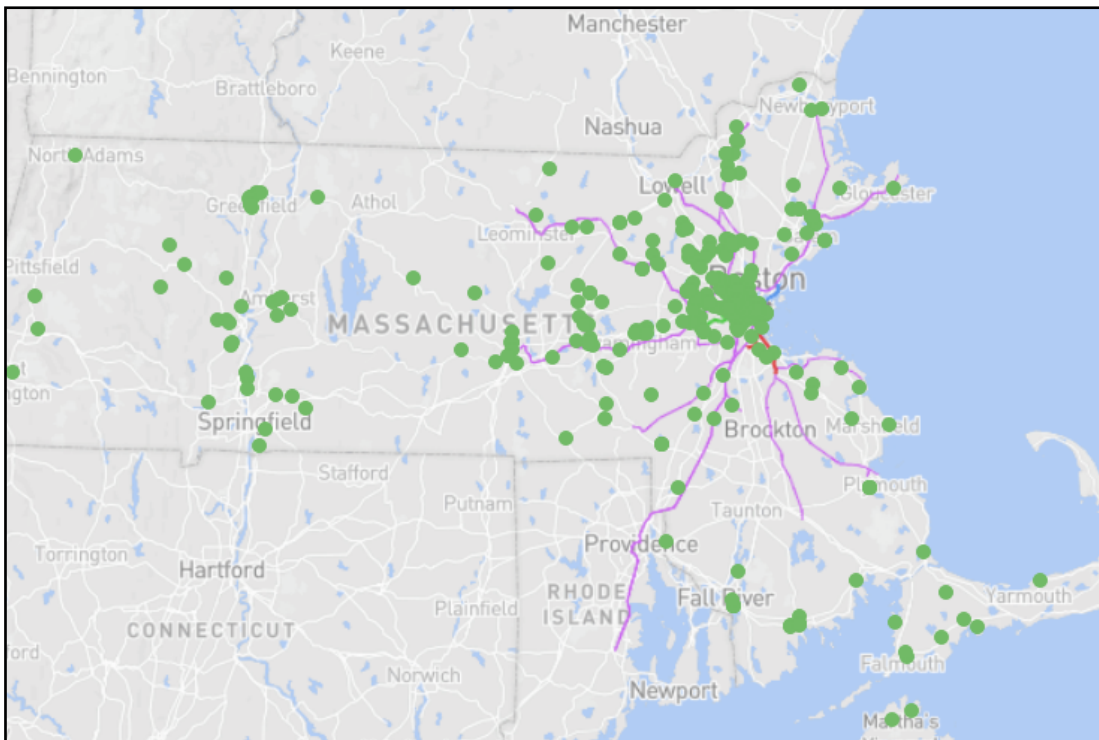
Representatives from employers looking to host interns will review applications (includes resume, supporting eligibility criteria and academic background) and select candidates with the qualifications that are most suited to their needs. **Internships occur over a consecutive 12 week period. Employers will provide a meaningful internship opportunity and a mentor for each intern.**

Host employers are allowed to select up to three interns if one of the three interns attends a community college. Only two students are permitted if none attend a community college. Because funding for this program is limited, awards will be made on a first-come, first-served basis, and you may receive less than three interns if funding is fully committed by the time we receive your application for additional interns. Additionally, MassCEC may reserve funding for specific industry segments/sectors. Visit the MassCEC website for details on specific section carve outs. After total allocation of funds, employers may still access the database of candidates and offer paid or unpaid internships at the employer's discretion.

Stipend

Interns will be hired and paid directly by the host employer. Employers are expected to pay their interns on a schedule that was previously explained and agreed to by the intern. Upon completion of the internship, eligible employers will **request a reimbursement from MassCEC for the stipend paid to the intern.** MassCEC will reimburse a company up to eighteen dollars (\$18.00) per hour for an intern's time.

Internship Employers may pay an intern(s) more than the subsidy rate, however, MassCEC will only reimburse up to the full award amount. Employers are not allowed to pay an intern less than fifteen dollars (\$15.00) per hour.



The green dots on this map represent employers that have participated in the MassCEC Internship Program



masscec.com/employer



internships@masscec.com



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