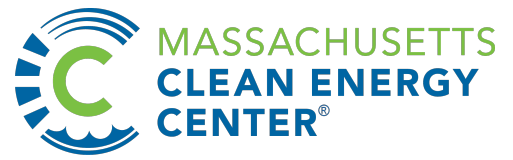


VOCATIONAL INTERNSHIP PROGRAM



Employers

Why should you host a Clean Energy Intern?

- No cost employee for your business
- Hire students with hands-on skills in the trades your company requires
- Internships are reimbursed by MassCEC

Eligibility Requirements:

- Be an eligible clean energy employer
- Be registered to do business in Massachusetts
- Provide adequate proof that your organization can pay your intern(s) and all costs associated with employment
- Be in good standing with MassCEC

Schools will have specific requirements that employers must meet, which may include, but are not limited to:

- Workers' compensation
- Background checks
- General internship structure

The Massachusetts Vocational Internship Program is a workforce development initiative offered through the Massachusetts Clean Energy Center (MassCEC) that enhances the talent pipeline for Massachusetts clean energy companies. The program helps place skilled labor of vocational high school students in paid clean energy internships during the academic year.

**MassCEC is helping to match clean energy companies with vocational high schools. It is the employer's responsibility to select eligible interns for the company.*



08162022



masscec.com/workforce/employers



internships@masscec.com

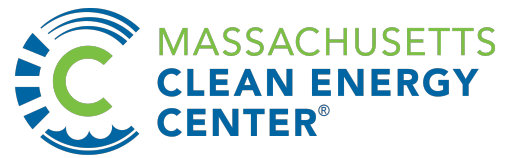


(617) 315-9319



VOCATIONAL INTERNSHIP PROGRAM

Hiring Process



Employers



Employers should follow these steps to complete the hiring process:

1. Create an account for your company at masscec.com/register/employer if you have not already done so.
2. Submit the internship posting for your Vocational High School internship. Internship postings will be approved and published within 1-3 business days.
3. Send a signed W-9 to finance@masscec.com, regardless of if you've sent one for a past session.
4. Access the student database at masscec.com/interns or connect with Vocational High School Co-Op Coordinators in your area. Check out the list of Vocational High Schools at masswbl.org/pathwaymapping/default.asp#mapping
 - a. If you are unsure what Vocational High Schools are in your area, email internships@masscec.com with your company location and your company's high school job description. We will put you in touch with Co-Op Coordinators at local vocational high schools.
5. Conduct your hiring process with students in the student database and/or students who were referred to you by the Co-Op Coordinator(s).
6. Create an offer letter that you, your chosen student, and the student's Co-Op Coordinator sign. At minimum, the offer letter should state the intern's name, expected date range to be worked, and wage/hour. Obtaining the Co-Op Coordinator's signature is very important because it verifies that the student is eligible for an internship.
7. Send the signed offer letter to internships@masscec.com.
8. MassCEC will send you an award letter, which you should sign and send back to internships@masscec.com. This serves as your official agreement with MassCEC for the session.
9. Submit for reimbursement of your student's wages in January and/or July; MassCEC will follow up with the reimbursement documents. MassCEC reimburses up to \$8,640 per intern during the session..

Co-op Coordinators

Co-op Coordinators will work with employers to recruit interns by completing the following tasks:



1. Meet with students
2. Collaborate with employers
3. Submit online application, including transcripts, for each student that receives an internship offer
4. Finalize agreements

Stipend



Interns will be hired and paid directly by the host employer. The pay rate should be established prior to accepting the internship offer. Employers are expected to pay their interns on a schedule that is mutually agreed upon by student, co-op coordinator, and employer.

Stipend subsidies for employers from MassCEC are available on a first-come, first-serve basis until MassCEC has committed the funds allocated to the program. After total allocation of funds, employers may still access the database of candidates and offer paid or unpaid internships at the employer's discretion.

MassCEC will reimburse up to fifteen dollars and fifty cents (\$15.50) per hour with a cap of \$8,640 per intern. Employers are not allowed to pay an intern less than fifteen dollars (\$15) per hour or have an intern sign a non-compete agreement. Students, co-op coordinators, and employers should be aware of and agree to the terms of the internship before starting any work.