



**Massachusetts Clean Energy Vocational Internship Program Prospective Intern  
and Co-op Coordinator Information  
2022 - 2023 Session: September 1, 2022 – June 30, 2023**

**VOCATIONAL INTERNSHIP PROGRAM HIGHLIGHTS**

- Due to the ongoing COVID-19 pandemic, MassCEC is relaxing the requirement for all internships to take place in the employer's MA office. If you and/or your employer prefer for you to work remotely, MassCEC encourages you to do so.
- **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 Clean Energy Vocational Internship Program ("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 VOCATIONAL INTERNSHIP PROGRAM DATES**

<b>August 30, 2022</b>	Open enrollment and intern selection begins
<b>September 1, 2022</b>	2022 – 2023 session start date
<b>June 30, 2023</b>	2022 - 2023 session end date

## VOCATIONAL INTERNSHIP PROGRAM PARTICIPATION STEPS

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.

## **PROSPECTIVE INTERN FAQS**

### **1. What is the Massachusetts Clean Energy Vocational Internship Program?**

The Massachusetts Clean Energy Vocational Internship Program is a workforce development initiative offered through MassCEC. The program focuses on enhancing the talent pipeline for Massachusetts employers engaged in the clean energy industry. The Massachusetts Clean Energy Vocational Internship Program facilitates the placement of vocational school students who are eligible for Coop and who are considering career opportunities in clean energy through paid internships across the state. Consistent with MassCEC's role as a catalyst in growing the talent needed by the clean energy industry, the Program is designed to provide students and employers with the tools to connect, and MassCEC reimburses eligible employers for intern stipends.

### **2. What are the objectives of the Massachusetts Clean Energy Vocational Internship Program?**

The objectives of the Massachusetts Clean Energy Vocational Internship Program are to:

- Provide the clean energy community with a talented pool of young professionals
- Enable students to gain significant career opportunities in a challenging economic environment
- Enable clean energy employers to mentor students and provide internship opportunities across a broad spectrum of student backgrounds
- Support the need for greater diversity in our clean energy workforce
- Provide a peer network of students interested in working in clean energy

### **3. How does the program work?**

Students looking for an internship in the clean energy industry are required to work with their coop coordinator to complete an online application that includes a resume, certifications, and work preferences. The Coop Coordinator should fill out the form with the student to ensure the information provided is accurate. Students are asked to identify their academic background and the industry subsector in which they would prefer to intern. Employers looking to host interns review these applications and select candidates with the qualifications that are most suited to their needs. Internships are required to take place over a session on a part-time basis. Host Employers must provide a meaningful internship opportunity and a mentor for each intern. Upon completion of the internship, eligible employers will request a reimbursement from MassCEC for the stipend paid to the intern.

### **4. Can I speak with an employer before I submit an application?**

Co-op coordinators or students may speak with employers before they enter an application. Coordinators can then enter applications for the students who are interested in working with the employer.

## **5. When will the Massachusetts Clean Energy Vocational Internship Program begin accepting intern applications for the next session and how do prospective interns apply?**

The Program will begin accepting intern applications through its website, or via co-op coordinators, on August 30, 2022. Applications must include an uploaded resume in PDF format.

Direct link to the online application, application that your co-op coordinator needs to fill out here:

[masscec.com/register/coordinator](https://masscec.com/register/coordinator)

There is no formal deadline for applications, but students are encouraged to apply as soon as possible to increase their chances of being matched with a Host Employer before the offer letter submission deadline. Once all internship positions have been filled, notice will be posted on the [vocational internship program](#) website indicating that funding is no longer available.

## **6. What are the eligibility requirements for prospective interns?**

Students will be required to meet the following eligibility requirements:

1. Must be actively attending:
  - (a) A vocational or technical high school located in Massachusetts; or
  - (b) Be a member of a cohorted group of individuals approved for participation by MassCEC.
2. Must meet the following:
  - (a) Be a rising senior and in good standing; and
  - (b) Be approved to participate in a co-op by their school's administration.

Certain individuals are not eligible to participate in the Program:

1. Students who are not in good standing or with their school.
2. Current full or part-time employees of the potential host employer at the time of the eligibility check.
3. Any full time employee or existing intern that has been on payroll for greater than 12 weeks at a Host Employer.
4. Family members of employers or owners of the host employer.

## **7. How do I increase my chances of being selected for an internship?**

While it is ultimately up to the employer to decide on who they would like to work with them in a given session, employer feedback has indicated that proactive and detail-oriented students overwhelmingly end up being the ones to receive internships through this program. It is suggested that you:

- Ensure all of your submitted information in your application is accurate and up to date.

- Respond quickly to any communication received from interested employers, your co-op coordinator, or MassCEC staff.
- Learn more about the program and use the resources available to you at [masscec.com/vocational-internship-program-students](https://masscec.com/vocational-internship-program-students).
- Reach out to clean energy employers in your area to let them know about the internship program and also express your interest in interning for them over a session.

## 8. Will prospective interns know which employers are reviewing their applications?

The Massachusetts Clean Energy Vocational Internship Program is set up so employers can review the database and hand-select the students that they would like to interview. **MassCEC is not involved with selecting interns for employers.** This means that you will receive communication about your application only from an employer when an employer selects you for an interview. You will only receive communication from MassCEC in the event that further documentation is required in order to confirm your eligibility for participation in this program.

## 9. How many interns will be selected?

The final number of interns will be determined by successful matches between the Host Employers and applicants. Stipend subsidies for employers from MassCEC are available on a first-come, first-served 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.

## 10. What paperwork is required for a student to participate?

Students must provide all necessary documentation and meet all requirements as set out by their school in order to participate in this program via the school's co-op program. Employers may require further documentation.

## 11. What is the intern stipend and how will interns be paid?

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 was previously explained and agreed to by the intern. Please be aware that Host 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. Please be sure you are aware and agree to the terms of the internship before starting any work.**

## 12. My employer wants me to sign a non-compete agreement. What should I do?

It is MassCEC policy that no intern participating in the Internship Program is allowed to sign a non-compete agreement. Signing a non-compete agreement may compromise your ability to work in this industry after completion of your internship. Any employer that asks you to sign a non-compete agreement should be reported to MassCEC by emailing [internships@masscec.com](mailto:internships@masscec.com).

**If you have any additional questions, please do not hesitate to email the Workforce Development team at [internships@masscec.com](mailto:internships@masscec.com). Someone will respond to your question as quickly as possible.**