



Massachusetts Clean Energy Internship Program Frequently Asked Questions for Host Employers

[INTERNSHIP PORTAL AND CONTRACTING FAQS](#)

- 1. I've selected my student Intern(s)¹. Why do you need to conduct an eligibility check? Since they are in the database, you have already been in touch with them.**

MassCEC does not conduct an eligibility check on Interns before a potential employer specifically requests the check due to the large number of student applications we receive every session.

- 2. Does MassCEC have any priority funding considerations?**

MassCEC can support stipends for one hundred and twenty-five (125) Interns during the fall session. MassCEC will reserve sixty (30) spots during the fall for: (i) companies with an office located in a Gateway City²; and/or (ii) students who live in Gateway Cities. MassCEC will also reserve 40 year-round spots for vocational co-op and construction, maintenance and installation Interns.

The reserved funding will be allocated on a first-come, first-served basis until the reserved spots are filled. Host Employers are still required to meet the eligibility criteria. If the reserved funding is not fully allocated by the Program start date, then the remaining funding will be assigned to waitlisted employers.

- 3. What are a Host Employer's contractual obligations?**

Host Employers are required to read and accept the General Terms and Conditions of the Program when applying. Host Employers must also acknowledge the Award Letter with MassCEC. There is no explicit or implicit commitment on the part of any Host Employer to provide future employment for any Intern.

Host Employers should send a signed W-9 to AP@masscec.com.

By participating in the Internship Program, the Host Employer and MassCEC do not form a partnership, employment relationship, joint venture, or principal and agent relationship. At no time is any intern deemed or otherwise considered to be an employee, intern, contractor, subcontractor, or agent of MassCEC for any purpose. The terms and conditions of the internship shall be set by an intern and the Host Employer, and

¹ For undefined capitalized terms contained herein, see definitions in Section 1 of the Host Employer Terms and Conditions.

² "Gateway City" is any one of the following twenty-six (26) cities located in the Commonwealth: Attleboro; Barnstable; Brockton; Chelsea; Chicopee; Everett; Fall River; Fitchburg; Haverhill; Holyoke; Lawrence; Leominster; Lowell; Lynn; Malden; Methuen; New Bedford; Peabody; Pittsfield; Quincy; Revere; Salem; Springfield; Taunton; Westfield; and Worcester.

MassCEC shall have no responsibility, liability, or oversight authority whatsoever with respect to the intern or the internship. The Host Employer and its agents, employees, and interns may not hold themselves out as MassCEC employees and shall not be deemed an employee of MassCEC for any purpose.

4. The Cleantech Industry is competitive. I would like to have my intern sign a non-compete agreement. Is there a policy for non-compete agreements?

Host Employers are **not permitted** to require or request that an **Intern sign a non-compete agreement**. Host Employers can use non-disclosure or confidentiality agreements to protect sensitive information.

5. My Intern left mid-Internship. Can I still hire someone?

If a hired Intern terminates employment early during the Internship, the Host Employer can elect to hire a new Intern so long as MassCEC approves the replacement, and this process can be completed within **three (3) weeks** of the start date referenced in the initial offer letter. If the Host Employer does not want to or is unable to find another Intern within the three (3) week window, the funding will be awarded to a company on the waitlist.

6. Does my Intern need to fill out a W-4?

All Interns must be paid on a W-4 / W-2 employee status to be eligible for Reimbursement. You must be able to provide proof of wages/taxes paid if requested in the form of paycheck stubs and/or a payroll summary.

7. Is there a way to let the pool of candidates know whether I can hire international students?

Yes. When you fill out your employer application, there is a question on whether you are able to hire international students. If you select yes, this will appear on your employer profile and will be visible to the candidates.

8. Can I search for candidates in the priority populations, like community college students and students from Gateway Cities?

Yes, there are search filters for both community college students and students from Gateway Cities.

9. I am interested in hiring a vocational co-op or Career Technical Education (CTE) high school student . How do I find these students eligible?

There is a search filter for high school students. You will need to create a separate job description that is relevant to a high school student. For information on Construction, Installation, and Maintenance placements visit the webpage: <https://www.masscec.com/program/clean-energy-internship-program-employers>

Please do not hesitate to email the Workforce Development team at internships@masscec.com with any questions not covered in this FAQ. Someone will respond to you as soon as possible.