



Massachusetts Clean Energy Internship Program Frequently Asked Questions for Host Employers

PROSPECTIVE EMPLOYER FAQs

1) What is the Massachusetts Clean Energy Internship Program?

The Massachusetts Clean Energy Internship Program (the “Program”) is a workforce development initiative offered through MassCEC which focuses on enhancing the talent pipeline for Massachusetts employers engaged in the clean energy industry. The Program facilitates the placement of college students, vocational, co-op and technical high school students, high school After Dark students, and students of Career Technical Initiative (CTI) evening programs or other MassCEC approved programs, who are considering careers in clean energy through paid training opportunities 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 will reimburse eligible employers for intern stipends.

2) How do I participate in the MassCEC Internship Program?

Potential Host Employers¹ should create a profile on the MassCEC website to access the job board, resume board, and internship portal <https://www.masscec.com/user>. Once the profile is approved, complete an application form for the current Session, including posting a job description that details the work of your prospective intern.

3) What is the total MassCEC reimbursement amount?

MassCEC will reimburse up to Eighteen Dollars per hour (\$18/hr.). MassCEC will only reimburse a Host Employer up to the cap of Four Thousand Three Hundred Twenty Dollars per Intern (\$4,320/Intern) for the fall Session. Employers taking on vocational school Co-op students may be reimbursed up to Eight Thousand Six Hundred Forty (\$8,640/Intern) for the length of the co-op placement up to 32 weeks. Failure to pay an Intern Fifteen Dollars per hour (\$15/hr.) will result in your company being removed from the Program. Ability to participate in future sessions will be determined at MassCEC’s sole discretion.

4) What are the eligibility requirements for organizations to participate in the Program?

For your organization to gain approval to participate, your organization must:

- Be an eligible clean energy employer. For the purposes of this Program, MassCEC defines a “clean energy employer” as “an employer engaged in whole or in part in goods and services or advanced and applied technologies that significantly reduce or eliminate the use of energy from

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

non-renewable sources, including, but not limited to: energy efficiency; demand response; energy conservation and those technologies powered in whole or in part by the sun, wind, water, geothermal energy, including networked geothermal and deep geothermal energy, hydrogen produced by non-fossil fuel sources and methods, alcohol, fuel cells, fusion energy or any other renewable, non-depletable or recyclable fuel.” MassCEC, in its sole discretion, determines whether an employer is a clean energy employer.

- Be registered to do business in Massachusetts. If you are unsure if your business is registered to do business in Massachusetts, please consult the Secretary of the Commonwealth’s Corporate Database at the Commonwealth’s [Corporations Division](#).
- Provide a meaningful Internship (as defined in the General Terms and Conditions).
- Provide adequate proof that your organization can pay your Intern(s), and all associated costs associated with employment.
- Successfully demonstrate that your organization has a physical presence in Massachusetts.
- Not have received any citations from the Occupational Safety and Health Association for serious safety violations that were affirmed within the preceding five (5) years;
- Not be an academic or government entity
- Be in good standing with MassCEC.

5) How much must I pay an Intern who participates in this Program?

All Interns must be paid at least Fifteen Dollars per hour (\$15/hr.); MassCEC will reimburse up to Eighteen Dollars per hour (\$18/hr.) Interns are hourly employees and must be paid weekly or biweekly. Interns must be paid time and a half if they work more than 40 hours a week. Employers must provide proof of wages/taxes paid if requested in the form of paycheck stubs and/or a payroll summary.

6) Am I required to pay my interns for overtime work?

Yes, you must pay your interns at one and a half (1.5) times their regular rate for any hours worked over forty (40) per week, in accordance with state and federal labor laws. On your reimbursement sheet, you will be required to write a note in the Employer Notes/Comments section to explain any time reported that is more than forty (40) hours per week.

7) How many Interns may an organization employ?

Host Employers are allowed to select up to three (3) interns over the age of 18, if one (1) of the three (3) interns attends a community college. Two (2) interns are permitted if neither attends a community college. Each Intern must be approved individually. Funding for one (1) Intern does not entitle you to funding for a second or third.

There is a restriction on Related Party Organizations. If your organization owns other eligible organizations, or if your organization is owned by another, you are only allowed a maximum of three (3) subsidized Interns for ALL Related Party Organizations.

Due to the timing of the construction, maintenance and installation opportunities, please write us if a job would overlap with the established twelve week session.

8) What is a Related Party Organization?

Related Party Organizations are organizations with common ownership and/or management personnel (including but not limited to the Chief Executive Officer, Chief Financial Officer, or Chief

Operating Officer). Related Party Organizations are also considered to be related if, at any time, one (1) organization has the ability to Control (as defined below) the other organization or exercise influence over the other organization in making financial and/or operating decisions. Control is defined as:

- Ownership, directly or indirectly, of more than one-half of the voting power of an organization; or
- Control of the composition of the board of directors, or other governing body of accompany organization; or
- A substantial interest in voting power and the power to direct the financial and/or operating policies of the organization.

Please be aware that MassCEC will not accept any documents submitted by any entity that is not the primary participating Host Employer.

9) Can I pay an Intern as a 1099 employee?

No. All interns must be paid on a **W-2 employee** status to be eligible for Reimbursement.

10) How long can an Intern stay at my organization?

An Intern will be subsidized for **one (1) Session** of work, and not in consecutive sessions. An Intern may stay on after the conclusion of a Session but will not continue to be subsidized by MassCEC.

11) Can we hire an Intern from a previous Session and be eligible for MassCEC Reimbursement?

MassCEC will not provide Reimbursement if the Intern is hired for a subsequent Session. For example, an employer may take on the same individual once per year in the same Session (i.e., Summer 2024 and Summer 2025) OR twice per year in nonconsecutive sessions (i.e., Spring 2025 and Fall 2025). Additionally, an individual will not be eligible to participate with the same Host Employer if they continue to work or volunteer for you in between sessions in an amount greater than five (5) hours/week on average.

Current or very recent Interns are not eligible to participate with you as an Intern under this Program unless they have been working for the Host Employer less than six (6) weeks leading up to the session start date.

12) What are the eligibility requirements for prospective interns?

College Students will be required to meet the following eligibility requirements:

Must be eighteen (18) years of age or older at the start of any Internship and attend, or have attended:

- A college or university located in Massachusetts; or
- A college or university outside of Massachusetts, if the student is a Massachusetts resident and can present proof of residency

Eligible students must meet one of the following:

- Students must have completed or will complete at least their freshman year of college the semester before the Internship (24 Credits) or have graduated within the past year;
- If a student attends or attended a community college (or 2-year associate program), the student must have completed at least twelve (12) credits; or

- Graduate students must be currently enrolled in their program or have completed it within the last year.

Technical Training or Certification Program Students:

- A training program or certificate program based in Massachusetts; or
- Graduated from a Massachusetts vocational school in the last year

Eligible students must meet one of the following:

- Attends a training program, or attended a program that has been completed within the last year

Vocational High School, Co-op students must meet the following:

- Be eligible to participate in their Massachusetts' school's co-op program and in good standing; and
- Be approved to participate in a co-op by their school's administration; or

Some students are **not** eligible to participate in this Program:

- Law School students, Ph. D. candidates, or students who have been previously enrolled or matriculated in a Ph.D. or Ed.D. program, are not eligible to participate in the program.
- Host Employers cannot hire the same Intern(s) for sequential sessions. You will not be able to participate in this program with the same Host Employer for two (2) sessions in a row.
- MassCEC does not fund existing Interns that have been on payroll for greater than six (6) weeks within the current calendar year at a Host Employer prior to the session's start date.
- Current or previously terminated non-internship employees of the Host Employer are ineligible to participate in the Program for that Host Employer.

13) Can I hire a relative?

No! The Intern(s) cannot be the spouse, child, grandchild, sibling, niece, nephew, or spouse of a child, grandchild, sibling, niece, or nephew of the president, CEO, or other senior executive member of the Host Employer, or of any other employee of Host Employer who may have hiring authority on behalf of the Host Employer.

14) Is there a deadline for submitting signed offer letters to MassCEC?

There is an offer letter deadline for each Session, which will be posted on our website ahead of each enrollment period. **Please note that Session spots often fill ahead of the offer letter deadline and the program starts a waitlist.**

15) How does the waitlist work?

The waitlist begins when spots are full. To be added to the waitlist, we will need a signed offer letter for an approved (eligibility-checked) student. If more funds become available, you [the employer only] will receive an email with further information and instructions. The waitlist is on a first-come, first-serve basis. Please do not direct interns to contact MassCEC regarding their status on the waitlist.

16) I'm a small organization and I don't have a payroll system. What should I do?

If you are a smaller-sized organization and need assistance with your payroll services, please review the resource list below. Please note, without adequate proof of payment of the Internship's wages and taxes, Reimbursement will not be issued to your organization. MassCEC will not Reimburse a Host Employer for the costs of using a payroll service. Below are some examples of payroll services that are acceptable:

[ADP](#)

[Ceridian](#)

[Paychex](#)

[MassPay](#)

17) Can I submit photos taken of my interns at work for MassCEC to use for marketing purposes?

Yes! There is a photo waiver included in the terms and conditions you sign when you post a job description for each session.

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 quickly as possible.