Massachusetts Clean Energy Internship Program Overview Document[1]

Session	Session Starts	Offer Letter Deadline	Session Ends	Reimbursement Deadline
Spring 2027	01/04/2027	02/03/2027	05/14/2027	06/18/2027

Registering and Applying

1) **Register to participate by completing the Clean Energy application found here.**
    a. If eligibility requirements are met, the company is approved.
    b. Access to the job board, resume board, and Internship portal.

2) **Submit an Internship job description.**
    a. If job description requirements are met, the internship job posting is approved.

Matching and Placement

3) **Access the portal to review candidates or have external candidates submit their applications. All candidates must be present in the portal.**
    a. Choose candidates from the student database by selecting the 'Mark as applied" button or under the "applicants" tab for your internship posting. From there, you can use the "Request Eligibility Check' button. Request an eligibility check before any official job offers to candidates.
    b. MassCEC will respond to confirm if the student is eligible.

4) **When the student is deemed eligible, have the student sign an offer letter for the Session.**
    a. The offer letter must state the student's name, position, date range for work, and wage per hour.

5) **Countersign the offer letter and upload it into the portal using the "submit match" button before the submission deadline.**
    a. MassCEC will reserve funding for that intern for the Session, providing that funding is still available, after we approve the signed offer letter.
    b. MassCEC may communicate, at its discretion, that Interns are approved to start working while the Award Letter is drafted.

Reimbursement

6) **Complete mandatory survey in the portal**
7) **Sign Award Letter in the portal**
8) **Complete the Reimbursement request form in the Portal. Reimbursements must be submitted before the Reimbursement deadline.** MassCEC reserves the right to deny reimbursement funding for a Host Employer's session if a complete Reimbursement submission is not received by the Session's **reimbursement** deadline.

[1] Please note that this document is intended to provide general guidance and information regarding MassCEC's Clean Energy Internship Program (the "Program"). For detailed information regarding the operation and structure of the Program, please see the Terms and Conditions applicable to employers