MassCEC Internship FAQs for Prospective Interns

New additions to FAQ are in italics

Contents

Program Enrollment and Format 1

Eligibility 2

Internship Placements 4

Internship Wages 5

Technical Questions Concerning Portal Use 5

Program Enrollment and Format

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

Prospective Interns should create a profile on the new internship portal: https://www.workforce.cleanenergyeducation.org/employer-jobseeker/job-seeker/registration. Once the profile is approved, complete an intake form for the current Session, including an updated resume and transcript.

2) How does the Massachusetts Clean Energy Internship Program work for high school students seeking a position?

High school students can only participate in our Construction, Installation and Maintenance (CIM) Internship Program.

3) When will the Massachusetts Clean Energy Internship Program begin accepting intern applications for the next session?

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.

4) Why is MassCEC asking interns to provide Social Security numbers?

MassCEC asks interns who have been issued a Social Security number to provide it through a secure data collection process so the Internship Program can better understand its long-term outcomes. This information allows MassCEC to match participant records with wage and employment data and evaluate whether the program is helping interns gain meaningful work experience, enter clean energy careers, and advance in the workforce over time. The information is used only for program evaluation. It is NOT used for employment verification, immigration enforcement, credit checks, or unrelated purposes.

MassCEC protects personally identifiable information using appropriate safeguards and limits access to authorized staff and approved partners who need the information for program-evaluation purposes.

Interns who do not have a Social Security number can still participate, and MassCEC will provide alternative arrangements where feasible. For full details, please refer to the interns' terms and conditions document.

5) Can the internship be fully remote?

No. All internships submitted to the MassCEC Internship Program must meet with the intern at least once in-person throughout the duration of the internship in the spirit of providing a meaningful internship experience for internship program participants.

6) Are interns required to complete surveys?

Yes. Interns must complete pre-program surveys, post-program surveys, and other Program participation steps designated by MassCEC in a timely manner. Failure to complete required surveys or respond to eligibility-related inquiries may delay processing or affect future eligibility.

Eligibility

7) 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 or will complete at least twelve (12) credits; or
- Graduate students must be currently enrolled in their program or have completed it within a year of the session start date.

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

High School students must meet the following:

- Be eligible to participate in their Massachusetts' school's co-op or other MassCEC approved career services program, in good standing; and
- *Be approved to participate by their school's career services staff*

8) What students are NOT eligible for the program?

- Ph. D. candidates, Law School students, 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.
- *Interns who are in dual enrollment in which their home college or university is not in Massachusetts*
- Host Employers cannot hire the same Intern(s) for sequential sessions. Interns 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.*
- 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.

9) Can I participate in the Program more than once?

Yes! You are welcome to participate in the Program multiple times. The only requirement is that you not work for the same Host employer for consecutive sessions, and that you complete the student survey for each session before you apply for the next one.

10) What does it mean that students can participate within a year of the session start date?

If a student has graduated, they have a year after that graduation to participate in programming. For example, if a student graduated in December 2025, they would **not** be eligible for the Spring 2027 session. Students who graduated in August 2026 are eligible for Fall 2026, Spring 2027, and Summer 2027 sessions.

We encourage those students to take advantage of our Jobs Board to browse open positions or our Resume Board to submit their resume directly to a wider dashboard.

11) Can a member of the MassCEC staff pre-determine my eligibility for the Internship Program?

No. A student's eligibility for the Internship Program is solely assessed once an employer submits a formal eligibility check for the student. MassCEC cannot assess whether a student is eligible for the program until this step is initiated by an employer in the platform.

12) I'm planning to move to Massachusetts for the fall, does that make me eligible for the program?

No. Eligibility is determined based on a student's current situation, rather than prospective or future circumstances. To be eligible for the program, a student must either attend school in MA, be a resident of MA, or have graduated from a school or MassCEC approved program in MA within the past year.

Internship Placements

13) How do I increase my chances of being selected for an Internship?

While hiring decisions rest solely with Host Employers, proactive, detail-oriented students are more likely to secure internships through the Program.

- Apply to positions you are interested in using the portal
- Ensure the information in your application is accurate and up to date. Your transcript must be current, and include your name, your school's name, and your most recent enrolled term
- Respond quickly to any communication received from interested employers or MassCEC staff; and
- Reach out to clean energy employers in your area to let them know about the Internship program and express your interest in interning for them over a session.

14) What if I get more than one job offer?

Intern can only have one MassCEC-sponsored internship during a session. Contact the employer you wish to accept a position for and copy internships@masscec.com

15) What if I don't like the job? Can I leave?

You must complete the internship. If you must leave due to extreme circumstances, you must notify your direct supervisor at the company AND email internships@masscec.com within 5 business days. Failure to do so can result in you not being eligible to participate in the MassCEC program in the future.

16) I am an international student. Does MassCEC help with work authorization?

No. MassCEC is not involved in that process. If you do not have a work visa, please work with your career services department at your school to complete the work authorization process.

17) Host Employer wants me to sign a non-compete agreement. What should I do?

Host Employers are not permitted to require or request that an Intern sign a non-compete agreement. Any participating Host Employer that asks you to sign a non-compete agreement should be reported to MassCEC by emailing internships@masscec.com.

18) The standard spots are full for the session. What should I do?

We communicate spot availability status to employers. An employer interested in hiring you should contact you regarding your status. If you have an approved eligibility check and a signed offer letter, and you are added to the waitlist, we will contact the employer with further instructions if funds become available. The waitlist is on a first-come, first-serve basis.

19) What communication will I receive from MassCEC?

You will only receive communication from MassCEC if further documentation is required to confirm your eligibility for participation in this Program and when a match is made.

20) I am not interested in an internship in clean energy, but I am looking for STEM internships. Do you have any resources?

There are other internship programs in Massachusetts that may have positions that are of interest to you. Linked here are Massachusetts Life Sciences own versions of the internship program as well as MassTech Internship Program where students can even apply for housing stipends to live in Boston to participate in their internship.

Internship Wages

21) What is the Intern wages, and how will Interns be paid?

Interns will be hired and paid directly by the Host Employer. The hourly pay rate should be established prior to accepting the Internship offer. Please be aware that Host Employers may pay an Intern(s) more than the subsidy rate of $18/hr. Interns must be paid weekly or bi-weekly to be a part of this Program. **Host Employers are not allowed to pay an Intern less than Fifteen Dollars per hour ($15.00/hr) and must pay interns on a W-2 employee status (not as a 1099 employee) to be eligible for Reimbursement.** Please be sure you are aware and agree to the terms of the Internship before starting any work.

Interns **must** be paid overtime if they work for more than forty (40) hours a week.

Interns must be paid for their work. If you are not paid you may report this to the Attorney General's Office: https://www.mass.gov/how-to/file-a-workplace-complaint.

Technical Questions Concerning Portal Use

22) What should I do if I forgot my password?

Use the Forgot Password option on the login page. The system will send a password reset link to the email address connected to your account.

23) How do I apply to a session?

You must go into your profile and click the Programs tab. From there, you will be able to apply to Clean Energy Internships Session or Construction, Installation and Maintenance session.

24) Can I apply to more than one session?

Yes. Sessions are separate pools of internship spots and postings. You need a separate Intake Application for each session you want to join.

25) How do I apply to an internship for a session?

After your Intake Application is submitted, go to the Internship Board, open a posting, click the How to Apply button, choose an available application method (ie. Redirect to company website, send resume, applied in person, etc.), and click submit.

26) Can I apply to more than one internship?

Yes. Applying to more than one internship can increase your chances of getting a placement.

27) What happens if MassCEC needs more information for eligibility review?

You will receive an email explaining what is needed, such as an updated transcript, resume, or other information. Follow the instructions and update your intake application as requested.

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.