



Massachusetts Clean Energy Internship Frequently Asked Questions 2023 Summer Session: May 15, 2023 – August 31, 2023

[INTERNSHIP PROGRAM FAQs](#)

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

Potential Host Employers 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.

2) How much is the MassCEC reimbursement?

MassCEC will reimburse up to \$18/hr. MassCEC will only reimburse a Host Employer up to the cap of \$4,320/intern in the fall or spring sessions and \$8,640/intern in the summer session. Failure to pay an intern \$15/hr. will result in your company being removed from the program. Ability to participate in future rounds will be determined at MassCEC's sole discretion.

3) 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 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 be an academic or government entity.
- **Be in good standing with MassCEC.**

4) Can Government or Academic Institutions Apply to the Internship Program?

Government and academic institutions cannot receive funding from MassCEC. However, they may use the database to identify potential interns. Contact internships@masscec.com for details.

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.) You must be able to provide proof of wages/taxes paid if requested in the form of paycheck stubs and/or a payroll summary.

6) How many interns may an organization employ?

Host Employers are allowed to select up to three (3) interns 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.

In the summer session only, Host Employers are allowed to select up to three (3) interns if one (1) of the three (3) interns is participating in the Targeted Internship Program.

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.

7) 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, and you must notify MassCEC and submit a new W-9 if your address changes.

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) 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.

10) 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 2022 and Summer 2023) OR twice per year in nonconsecutive sessions (i.e., Spring 2022 and Fall 2022). Additionally, an individual will not be eligible to participate at 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 employees 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.

11) What are the eligibility requirements for prospective interns?

Eligible candidates include students or recent graduates of a college or a training program in Massachusetts, or who are residents of Massachusetts. Please refer to the Terms and Conditions for more information.

Please note that PhD candidates, law students, or those who have previously enrolled or matriculated in a PhD program are ineligible.

Prospective interns must meet one (1) of the following:

- Students must have completed or will complete at least their freshman year of college (24 credits), the semester before the internship, or have graduated within the past calendar year (ahead of the start date of the session they wish to attend);
- If a student attends or attended a community college (or 2-year associate program) the student must have completed at least twenty-four (24) credits;
- If a student has attended a training program, that program must have a certificate of completion date within the last year (ahead of the start date of the session they wish to attend); or
- If a student attends an out-of-state university, they must provide proof of Massachusetts residency.

Graduate students must be current students or have completed their program within the last calendar year.

Certain individuals are **not eligible** to participate in the program:

Law School students, Ph. D. candidates, or students who have been previously enrolled or matriculated in a Ph.D. program, are not eligible to participate in the program.

Full or part-time employees, both those who have received compensation as well as volunteers, are not eligible to participate in this program at their current employers.

Any full-time employee or existing intern that has been on payroll for greater than twelve (12) weeks at a Host Employer or has been continuously working at the Host Employer since their last participating session.

12) Can I hire a relative?

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.

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

All signed offer letters must be received by MassCEC **no later than June 16, 2023.**

14) 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](#)

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.