



Massachusetts Clean Energy Internship Program Overview Document 2023 Summer Session: May 15, 2023 – August 31, 2023

INTERNSHIP PROGRAM HIGHLIGHTS

Note: This document provides 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 here](#).

IMPORTANT INTERNSHIP PROGRAM DATES

February 15, 2023	Open enrollment and intern selection begin
May 15, 2023	Summer 2023 session start date
June 16, 2023	Deadline for signed offer letter submissions to MassCEC
August 31, 2023	Summer 2023 session end date
September 30, 2023	Deadline for Summer 2023 session reimbursement packages

INTERNSHIP PROGRAM PARTICIPATION STEPS

- 1) **Register to participate by completing the [online employer application](#).**
 - a. Access to the job board, resume board, and internship portal.
- 2) **Submit an internship job description.**
 - a. If eligibility requirements are met, the company is approved.
- 3) **Access the student database to review candidates or have external candidates submit their student applications. All candidates must be present in the student database.**
 - a. Choose candidates from the student database by selecting the ‘Request Eligibility Check’ button at the bottom of their profile for the required eligibility check. Request an eligibility check before any official job offers to candidates.
 - b. MassCEC will respond if the student is eligible.
- 4) **When the student is deemed eligible, have the student sign an offer letter for the upcoming session.**
 - a. The offer letter must state the student’s name, an expected date range for work, and wage/hour.
- 5) **Countersign the offer letter and send it to internships@masscec.com before the submission deadline.**

- a. MassCEC will reserve funding for that intern for the session, providing that funding is still available, after we receive this signed document.
 - b. MassCEC may communicate, at its discretion, that interns are approved to start working while the award letter is drafted.
- 6) **Sign and return Award Letter**
- a. Check the name and address on the document are correct, sign it, and return it to internships@masscec.com.
- 7) **Submit the Reimbursement Package. Reimbursements must be submitted before the session deadline.** MassCEC reserves the right to deny reimbursement funding for a Host Employer's session if a complete reimbursement package is not received by the session's submission deadline.