



## **Massachusetts Clean Energy Internship Program Frequently Asked Questions for Host Employers**

### **PROSPECTIVE EMPLOYER FAQs**

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

Potential Host Employers<sup>1</sup> 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.

**2) How much is the MassCEC Reimbursement?**

MassCEC will reimburse up to Eighteen Dollars per hour (\$18/hr.). MassCEC will only reimburse a Host Employer up to the cap Eight Thousand Six Hundred Forty Dollars per Intern (\$8,640/Intern) for the summer Session. 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.

**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.

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

- 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](mailto: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.) Interns are hourly employees and must be paid time and a half if they work more than 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 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.

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?**

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;
- A college or university outside of Massachusetts, if the student is a Massachusetts resident and is able to present proof of residency; or
- A training program or certificate program based in Massachusetts.

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;
- If a student has attended a training program, that program must have been completed within the last year; or
- Graduate students must be currently enrolled in their program or have completed it within the last year.

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?**

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](mailto:internships@masscec.com) with any questions not covered in this FAQ. Someone will respond to you as quickly as possible.**