MassCEC Internship FAQs for Employers

New additions to FAQ are in italics

Contents

Program Enrollment and Format 1

Eligibility 2

Internship Placements 4

Paying an intern 5

Reimbursement 6

Technical Questions Concerning Portal Use 6

Program Enrollment and Format

1) **How do I participate in the MassCEC Internship Program?**
   Potential Host Employers should create a profile on the new internship portal https://www.workforce.cleanenergyeducation.org/employer-jobseeker/employers/registration. 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) **What is the total MassCEC reimbursement amount?**
   MassCEC will reimburse up to Eighteen Dollars per hour ($18/hr.). MassCEC will only reimburse a Host Employer up to the cap of Four Thousand Three Hundred Twenty Dollars per Intern ($4,320/Intern) for the fall/spring Session. Employers taking on eligible Summer interns and/or CIM students may be reimbursed up to Eight Thousand Six Hundred Forty ($8,640/Intern) for the length of the placement.

3) **What must I include in my internship job posting?**
   You must include internship job title, Massachusetts job location, internship duration (minimum of 8 weeks), hourly wage (minimum $15 per hour), if the position is full time/part time, and include detailed job responsibilities of the intern that support clean energy work. *The job must span at least 8 weeks.*

4) **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.

Eligibility

5) What are the eligibility requirements for organizations to participate in the Program?

For your organization to gain approval to participate, your organization must:

- *Ensure that each Internship submitted for Program participation is primarily and substantively focused on the sale or provision of goods and services relating to "climatetech", or on "climatetech research" as each term is defined in M.G.L. c. 23J, § 1, provided that the determination of whether the Host Employer and/or internship is a "climatetech employer" shall be made by MassCEC in its sole discretion, in alignment with the definition included in Section 1 of Terms and Conditions.*
- Be the same approved employer the Intern is reporting to work for the duration of the Program *OR follow all other eligibility requirements but use an employer of record to perform all payroll tasks for full-time staff;*
- Be registered to do business in Massachusetts and in good standing with the Massachusetts Secretary of State's Office;
- Have a principal office and place of business located in Massachusetts;
- Provide a *meaningful Internship consisting of a supervised work-based learning, skill development, and exposure to relevant technical, professional, or durable competencies.*
- Ensure the work assigned is lawful and suitable for the Intern, and that all compensation, employment practices, and workplace conditions comply with applicable law and Program requirements.
- Be solely responsible for setting and communicating the terms of employment with the Intern, except to the extent MassCEC requires use of a Program-approved offer process or form.
- Agree to compensate Intern(s) for any time worked over the course of the Internship, including overtime as applicable;
- Not have received any citations from the Occupational Safety and Health Association (OSHA) for serious safety violations that were affirmed within the preceding five (5) years;
- Demonstrate that its organization is not an academic or government entity; and
- Be in good standing with MassCEC, including compliance with the MassCEC Internship Program Host Employer Code of Conduct, and submitting all paperwork relating to any Internship(s), including the mandatory final survey, signed offer letters, and any associated attachments.

6) 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*

7) 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.

8) 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.

9) I would like to hire an international student. Does MassCEC help with work authorization?
No, MassCEC is not involved in that process. International students can participate if Host Employers are willing to sponsor them. The intern must work with their career services department at their school to complete the work authorization process.

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 2026 and Summer 2027) OR twice per year in nonconsecutive sessions (i.e., Fall 2026 and Summer 2026). Additionally, an individual will not be eligible to participate with the same Host Employer if they continue to work and be paid by 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 for less than 5 hours a week leading up to the session start date.

Internship Placements

11) How many Interns may an organization employ?

Host Employers are allowed to select up to three (3) interns over the age of 18, 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.

12) 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.

13) How does the waitlist work?

The waitlist begins when standard spots are full. To be added to the waitlist, we will need a signed offer letter for an approved (eligibility-checked) student in our portal. 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.

14) 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.

15) Can I replace an intern if they must end the internship early or they never show up?

If an intern must be replaced, you should email internships@masscec.com within 5 business days and explain the situation. Host Employers have three weeks from the start date on the initial intern's offer letter to find a new intern. You will need to submit an eligibility check and send an offer letter if you find a new intern for approval.

Paying an intern

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
Dayforce
Paychex
MP

17) I want to signal that the funding will depend on a decision from MassCEC. Can I put this in my offer letter or job posting?

No. Per out Terms and Conditions, employers are solely responsible for the compensation of interns. Examples of language that can be used are as follows:

- *"Funding for this internship will be fulfilled without reliance on reimbursement from MassCEC," or;*
- *"This internship is in partnership with the MassCEC Internship program," or;*
- *"[Insert name of company here] will complete reimbursement submission to support student wages,"or;*
- *"[Insert company name] will pay all student wages for the duration of the internship and submit for reimbursement with MassCEC to ensure student wages are covered"*

18) Can I pay my intern semi-monthly?

No. You must pay your intern on either a weekly or bi-weekly basis, per the Internship Program Terms and Conditions. All participating employers must review and agree to program Terms and Conditions prior to participation in the program.

19) 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 submission, 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.

20) 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.

21) Can a Host Employer use an Employer of Record?

Yes, if approved by MassCEC. An Employer of Record may be the Host Employer or an approved third-party fiscal agent, staffing entity, professional employer organization, or other lawful employment arrangement responsible for payroll, tax withholding, benefits, and related employment compliance obligations. If the two are different, an up-to-date W-9 form for the entity that will receive payment AND the host employer must be uploaded into the employer profile under the "Forms and Documents" tab of the internship portal.

Reimbursement

22) Can reimbursement be denied or reduced?

Yes. MassCEC may deny, reduce, suspend, or withhold reimbursement if Program requirements are not met, reimbursement submission is incomplete or late, required surveys or attestations are not completed, reimbursement exceeds the approved award amount, or the Internship is otherwise ineligible.

23) What happens if the Host Employer's address or company name changes?

If the Host Employer's address, company name, or DBA changes, the Host Employer must, within five (5) business days:

1) Update their employer profile with the changes on the internship portal; AND

2) Upload updated W-9 in the "Forms and Documents" tab of their employer profile.

Failure to do this may delay or prevent reimbursement payment.

Technical Questions Concerning Portal Use

24) 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.

25) Why is my worksite not appearing in the job posting form?

Only saved Massachusetts addresses appear in the Worksite Location dropdown. If a location is missing, go to Profile, open the Locations tab, add or correct the Massachusetts worksite, and then return to the job posting form.

26) What is the shortlist?

The shortlist is a saved group of candidates you may want to review again later. When you find an intern profile that looks like a potential fit, use the save or shortlist option on the candidate card to keep that profile in your Saved or Shortlisted tab. Shortlisting a candidate does not hire them or notify them automatically — it simply helps you organize candidates you may want to contact, review, compare, or request an eligibility check before submitting a match.

27) How do I check a student for eligibility?

You must go to the job posting and click the applicants tab to request an eligibility check for students. You may also use the candidate search to mark students as applied for your job posting on the portal. They will then show up on the job posting under the applicants tab for an eligibility check.

28) Why is the "submit match" button not working and/or greyed out?

The "Submit match" button only becomes available when an eligibility check for an applicant has been approved. Once the student is found eligible, you can click the "submit match" button and upload the signed offer letter for the student.

29) How do I delete a job posting once I have hired my interns?

You cannot delete a job posting on the portal, but you can use the "unpublish" button to make the job no longer visible to candidates.

30) Can I add colleagues to help manage internships on the portal?

Yes. Go to the Staff Members tab in your profile and add the staff member's first name, last name, and email address. They will receive an invitation to access the portal under your company account.

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.