



## Massachusetts Clean Energy Internship Program Overview Document<sup>1</sup>

Session	Enrollment Opens	Session Starts	Offer Letter Deadline	Session Ends	Reimburse Deadline
Fall 24	7/31/2024	9/1/2024	10/4/2024	12/13/2024	1/15/2025
Spring 25	11/13/2024	1/1/2025	2/5/2025	5/16/2025	6/18/2025
Summer 25	2/12/2025	5/19/2025	6/18/2025	8/29/2025	10/1/2025

### Registering and Applying

- 1) **Register to participate by completing the [online Host 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.

### Matching and Placement

- 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 Session.**
  - a. The offer letter must state the student's name, date range for work, and wage/hour.
- 5) **Countersign the offer letter and send it to [internships@masscec.com](mailto: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.

### Participating and Completing

- 6) **Sign and return Award Letter**
  - a. Check that the name and address on the document are correct, sign it, and return it to [internships@masscec.com](mailto: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.

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<sup>1</sup> Please note that this document is intended to provide 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 interns [here](#).