



Massachusetts Clean Energy Technical Trades Work and Learning Program Session: September 1, 2023 – August 30, 2024

TECHNICAL TRADES WORK AND LEARNING PROGRAM HIGHLIGHTS

Funding is allocated on a first-come first-served basis to employers that register, perform eligibility checks, and get all completed materials in to MassCEC. Funding will be allocated until it is exhausted, or the submission deadline is met. We are not able to place additional interns once the available funding is fully reserved or past the submission deadline. Be sure to make yourself aware of the important program deadlines, found below. Capitalized terms not defined in this document will have the meanings provided in the Host Employer General Terms and Conditions.

- 1) If a student is located in the database it does not necessarily mean that they are eligible to participate in the Program (see **Question #11**). Please send all eligibility checks to internships@masscec.com before making any official job offers to candidates and be sure to evaluate the student eligibility criteria (see **Question #10**).
- 2) All interns must be paid on a W-2 employee status for the Host Employer to be eligible for reimbursement and you must notify MassCEC and submit a new W-9 if your address changes (see **Question #18**). You must be able to provide proof of wages/taxes paid with your reimbursement package submission in the form of paycheck stubs and/or a payroll summary. All interns must be paid at least \$15/hr., MassCEC will reimburse up to \$15.50/hr. (see **Question #17**).
- 3) Interns are not allowed to sign non-compete agreements (see **Question #15**). Non-disclosure and confidentiality agreements are acceptable.
- 4) MassCEC endeavors to make this Program as inclusive and diverse as possible. There are many eligible candidates listed in the student database from a variety of different backgrounds.
- 5) MassCEC has non-internship related resources available at <https://www.masscec.com/job-board> and www.masscec.com/resume-board to assist clean energy employers in locating high quality talent for full and part-time (non-internship) positions.

IMPORTANT PROGRAM DATES

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| September 1, 2023 | Open enrollment and intern selection begins |
| September 1, 2023 | 2023 - 2024 session start date |
| August 30, 2024 | 2023 - 2024 session end date |
| September 30, 2024 | Deadline for 2023 - 2024 session reimbursement packages. <u>We will not accept any reimbursement packages past this date.</u> |

PROGRAM PARTICIPATION STEPS

- 1) Register to participate by completing the [online employer application](#) Or log in at masscec.com/user if you have an existing account.**
 - a. Once you have submitted your application and have been approved, you will receive an email with login instructions for the student database. All approved employers are eligible to participate in the program for a full year from the date of their application (Question #5).

- 2) Access the student database to review candidates, or have external candidates submit their student applications, which can also be found on the masscec.com/interns page. All candidates must be present in the student database.**
 - a. Select candidates from the student database by selecting the 'Request Eligibility Check' on their profile for the required eligibility check. Please make yourself aware of the student eligibility criteria before selecting candidates (see **Question #10**).
 - b. MassCEC will respond to let you know whether or not the student is eligible.

- 3) If the student is confirmed as eligible, have them sign an offer letter for the upcoming session along with their co-op coordinator (Exception: CTI students do not work with a co-op coordinator). The offer letter should at minimum state their name, expected date range to be worked, and wage/hour.**
 - a. Once you receive the signed offer letter back from the student you must countersign it and send it to internships@masscec.com before the submission deadline.
 - b. When MassCEC has received your fully countersigned offer letter for your eligible candidate, and all previous requirements in **steps #1 and #2** have been met, we will reserve funding for that intern for the session providing that funding is still available. We are not able to reserve your funding before we receive this signed document.
 - c. MassCEC may communicate to you at its discretion that your interns are approved to start working for you while your award letter is being drafted.

- 4) Sign and return your Award Letter**
 - a. When you receive your award letter, sign the document and return it to internships@masscec.com as soon as possible. This serves as your official agreement with MassCEC for the session.

- 5) Submit your Reimbursement Package. You must submit your fully completed reimbursement packages before the session deadline of September 30, 2024. We will not provide any reimbursements for packages submitted past this date. 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 reimbursement package submission deadline.**

- a. MassCEC will provide you with reimbursement materials and instructions. Please fill these materials out and send back to MassCEC. Only send one (1) reimbursement package for all interns.
- b. In order for MassCEC to reimburse you, we will need:
 - i. Your Award Letter, countersigned and returned to us (**step #4 above**)
 - ii. MassCEC reimbursement sheet filled out for each intern
 - iii. Backup documentation in the form of paycheck stubs and/or a payroll summary showing YTD wages and applicable taxes paid for each intern (**only if requested**)
 - iv. Mandatory survey (link found in reimbursement instructions) completed
 - v. Signed expenditure certification form