



**Technical Trades Work and Learning Program Prospective Intern
and Co-op Coordinator Information
2023 - 2024 Session: September 1, 2023 – August 30, 2024**

PROSPECTIVE INTERN FAQS

1. What is the Massachusetts Clean Energy Technical Trades Work and Learning Program?

The Massachusetts Clean Energy Technical Trades Work and Learning Program (“the Program”) is a workforce development initiative offered through MassCEC. The Program focuses on enhancing the talent pipeline for Massachusetts employers engaged in the clean energy industry. The Program facilitates the placement of vocational school students who are eligible for Co-op, students of CTI programs and After Dark programs, who are considering careers in clean energy through paid job training opportunities across the state. Consistent with MassCEC’s role as a catalyst in growing the talent needed by the clean energy industry, the Program is designed to provide students and employers with the tools to connect, and MassCEC reimburses eligible employers for intern stipends.

2. What are the objectives of the Massachusetts Clean Energy Technical Trades Work and Learning Program?

The objectives of the Technical Trades Work and Learning Program are to:

- Provide the clean energy community with a talented pool of young professionals
- Enable students to gain significant career opportunities in a challenging economic environment
- Enable clean energy employers to mentor students and provide internship opportunities across a broad spectrum of student backgrounds
- Support the need for greater diversity in our clean energy workforce
- Provide a peer network of students interested in working in clean energy

3. How does the program work?

High School and After Dark students looking for an internship in the clean energy industry are required to work with their coop coordinator to complete an online application that includes a resume, certifications, and work preferences. The Coop Coordinator should fill out the form with the student to ensure the information provided is accurate. Students are asked to identify their academic background and the industry subsector in which they would prefer to intern. Employers looking to host interns review these applications and select candidates with the qualifications that are most suited to their needs. Internships are required to take place over a session on a part-time basis. Host Employers must provide a meaningful internship opportunity and a mentor for each intern. Upon completion of the

internship, eligible employers will request a reimbursement from MassCEC for the stipend paid to the intern.

CTI students may register themselves, and select the CTI option in the application.

4. Can I speak with an employer before I submit an application?

Co-op coordinators or students may speak with employers before they enter an application.

Coordinators can then enter applications for the students who are interested in working with the employer.

5. When will the Massachusetts Technical Trades Work and Learning Program begin accepting intern applications for the next session and how do prospective interns apply?

The Program will begin accepting intern applications through its website, or via co-op coordinators, in September of 2023. Applications must include an uploaded resume in PDF format.

Direct link to the online application, application that your co-op coordinator needs to fill out here:

masscec.com/register/coordinator

Direct link to the online application for CTI students is here: masscec.com/user

There is no formal deadline for applications, but students are encouraged to apply as soon as possible to increase their chances of being matched with a Host Employer before the offer letter submission deadline. Once all internship positions have been filled, notice will be posted on the [technical trades program](#) website indicating that funding is no longer available.

6. What are the eligibility requirements for prospective interns?

Students will be required to meet the following eligibility requirements:

1. Must be actively attending or graduated within the past 12 months:
 - (a) A vocational or technical high school located in Massachusetts; or
 - (b) A Career Technical Initiative (CTI) program offered through a Massachusetts-based vocational or technical high school; or
 - (c) An After Dark program offered through a Massachusetts-based vocational or technical high school; or
 - (d) A training/ career pathway program approved for participation in this program by MassCEC.

2. Vocational High School students must meet the following:
 - (a) Be a rising senior and in good standing; and
 - (b) Be approved to participate in a co-op by their school's administration.

3. Students participating in an After Dark program are eligible to participate, but should utilize a co-op coordinator or other career services support staff to apply to this program. If the student does not have access to this, please contact MassCEC at internships@masscec.com
4. If a student has graduated, is over 18, and no longer has access to their co-op coordinator, they may register themselves in the portal. If they are under 18, they should contact internships@masscec.com to discuss a parent/guardian approval.

Certain individuals are not eligible to participate in the Program:

1. Students who are not in good standing or with their school.
2. Current full or part-time employees of the potential host employer at the time of the eligibility check.
3. Any full time employee or existing intern that has been on payroll for greater than 12 weeks at a Host Employer.
4. Family members of employers or owners of the host employer.

7. How do I increase my chances of being selected for an internship?

While it is ultimately up to the employer to decide on who they would like to work with them in a given session, employer feedback has indicated that proactive and detail-oriented students overwhelmingly end up being the ones to receive internships through this program. It is suggested that you:

- Ensure all of your submitted information in your application is accurate and up to date.
- Respond quickly to any communication received from interested employers, your co-op coordinator, or MassCEC staff.
- Learn more about the program and use the resources available to you at masscec.com/technical-trades-students.
- Reach out to clean energy employers in your area to let them know about the internship program and also express your interest in interning for them over a session.

8. Will prospective interns know which employers are reviewing their applications?

The Massachusetts Technical Trades Work and Learning Program is set up so employers can review the database and hand-select the students that they would like to interview. **MassCEC is not involved with selecting interns for employers.** This means that you will receive communication about your application only from an employer when an employer selects you for an interview. You will only receive communication from MassCEC in the event that further documentation is required in order to confirm your eligibility for participation in this program.

9. How many interns will be selected?

The final number of interns will be determined by successful matches between the Host Employers and applicants. Stipend subsidies for employers from MassCEC are available on a first-come, first-served

basis until MassCEC has committed the funds allocated to the program. After total allocation of funds, employers may still access the database of candidates and offer paid or unpaid internships at the employer's discretion.

10. What paperwork is required for a student to participate?

Students must provide all necessary documentation and meet all requirements as set out by their school in order to participate in this program via the school's co-op program. Employers may require further documentation.

CTI students must submit a resume and proof of enrollment in their program.

11. What is the intern stipend and how will interns be paid?

Interns will be hired and paid directly by the Host Employer. The pay rate should be established prior to accepting the internship offer. Employers are expected to pay their interns on a schedule that was previously explained and agreed to by the intern. Please be aware that Host Employers may pay an intern(s) more than the subsidy rate, however, MassCEC will only reimburse up to the full award amount. **Employers are not allowed to pay an intern less than fifteen dollars (\$15.00) per hour. Please be sure you are aware and agree to the terms of the internship before starting any work.**

12. My employer wants me to sign a non-compete agreement. What should I do?

It is MassCEC policy that no intern participating in the Internship Program is allowed to sign a non-compete agreement. Signing a non-compete agreement may compromise your ability to work in this industry after completion of your internship. Any employer that asks you to sign a non-compete agreement should be reported to MassCEC by emailing internships@masscec.com.

If you have any additional questions, please do not hesitate to email the Workforce Development team at internships@masscec.com. Someone will respond to your question as quickly as possible.