

Fall 2026 Clean Energy Internship Host Company Program Process

1. How to Apply

Step 1: Complete the online application through the internship portal at <https://refinternships.commerceri.com/>. A **W9** and **financial capability statement** describing the payroll system utilized must be uploaded. All employers who submit applications are subject to review by program staff. If approved, employers will receive an acceptance letter and be notified on the portal. If you have previously been a Host Company in the program, please provide an updated W-9 upon application.

Step 2: Once your company has been approved for the program, you will be able to post an internship position with the associated job description on the Internship Board. You will also be able to review all eligible student applicants during a session's enrollment window, including their resumes, transcripts, cover letters, and preferred field of work. Host Companies are able to contact any eligible applicant to set up an interview.

Step 3: Upon selection of your candidates for the program, hire them via the portal and also have them sign an offer letter. **You must submit these signed offer letters to program staff, Abigail Hasenfus** abigail.hasenfus@energy.ri.gov, **Savannah Goncalves** savannah.goncalves.ctr@energy.ri.gov, and **Jacob Curran** Jacob.Curran@commerceri.com **no later than September 11, 2026** in order to have your funding reserved. Funding is reserved on a first-come first-served basis until it has been fully allocated, or we have reached the submission offer letter submission deadline.

Step 4: Sign and return your award letter and submit your reimbursement package before the session's reimbursement deadline.

2. Program Timeline

Fall 2026 Internship Program	Timeline
Student and Host Company applications open	June 8, 2026
Student and Host Company applications due	August 7, 2026
Optional early offer letter deadline	August 14, 2026

Optional early internship start date	August 31, 2026
Deadline for signed offer letter submissions to program staff	September 11, 2026
Fall 2026 session begins	September 14, 2026
Fall 2026 session ends	December 18, 2026
Deadline for reimbursement packages	January 16, 2027

Please Note: To allow for greater flexibility in the program timeline, the Clean Energy Internship Program includes an OPTIONAL pathway for an earlier start date. **Students utilizing the optional early start date still work no more than 480 reimbursable hours** for the duration of the internship. The duration from early start date to the internship end date spans 16 weeks. When accepting an internship position, host companies and intern(s) will agree upon a start date, ensuring that the internship lasts NO MORE THAN 12 weeks, totaling a maximum of 480 hours within this period.

3. Program Participation Steps

- 1) **Register** to participate by completing the online employer application at <https://refinternships.commerceri.com/>.
- 2) Once you have submitted your application and have been approved, you will be able to post an internship job description on the Internship Board. You will also be able to review all eligible student applicants, including their resumes, transcripts, cover letters, and preferred field of work. Host Companies are able to contact any eligible applicant to set up an in-person or online interview.
- 3) Once you have **selected a student** (Up to 2 interns per company), have them sign an offer letter for the session and hire them on the portal.
- 4) The **offer letter** must, at a minimum, state their name, expected start and end dates, how many hours per week they are expected to work, and wage/hour. You must submit your signed offer letters no later than the **offer letter** deadline given in the timeline above. Program staff will not place any additional interns past this date.

- a) Once you receive the signed offer letter back from the student, you must countersign it and send it to Abbie Hasenfus at OER (Abigail.Hasenfus@energy.ri.gov) with Jacob Curran (Jacob.Curran@commercerci.com) cc'd, before the submission deadline.
 - b) When program staff have received your fully countersigned offer letter for your eligible candidate, 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.
- 5) Submit your **Reimbursement Package**. You must submit your fully completed reimbursement packages before the deadline given in the timeline above. We will not provide any reimbursements for packages submitted past this date. Program staff reserve the right to deny reimbursement funding for a Host Company's session if a complete reimbursement package is not received by the session's reimbursement package submission deadline.
- a) Program staff will provide you with reimbursement materials and instructions. Please fill out these materials and send back to them.
 - b) In order for program staff to reimburse you, we will need:
 - 1. A countersigned award letter.
 - 2. A completed reimbursement sheet.
 - 3. A signed W-9 form dated within 1 year of the reimbursement deadline.
 - 4. Backup documentation in the form of paycheck stubs and/or a payroll summary showing YTD wages and applicable taxes paid for each intern.
 - 5. An up-to-date ACH form for reimbursement.
 - 6. A completed mandatory survey (link found in reimbursement instructions).

4. Program Funding

Companies may pay their intern(s) more than the subsidy rate (\$16.00/hr.); however, REF will only reimburse up to the full award amount. Host Companies may not pay an intern less than \$16.00 per hour.

Hourly Rate	Weekly Rate	Program Cost per Intern
Up to 2 interns per company	Up to 40 hours	12 weeks

\$16.00	\$640.00	\$7,680.00
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The program will only reimburse Host Companies up to the maximum amount of \$7,680. Failure to pay the minimum amount may result in program staff denying a Host Company's reimbursement request.