

Summer 2025 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. Interviews are not required but are encouraged.

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 and Jacob Curran Jacob.Curran@commerceri.com no later than May 16, 2025**, 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

February 4, 2025	Student and Host Company applications open
April 18, 2025	Student and Host company applications due
April 25, 2025	Optional early offer letter deadline
May 5, 2025	Optional early internship start date
May 16, 2025	Deadline for signed offer letter submissions to program staff
May 19, 2025	Summer 2025 session begins
August 29, 2025	Summer 2025 session ends

September 12, 2025

Deadline for reimbursement packages

Please Note: To allow for greater flexibility in the program timeline, the Summer 2025 round of 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. Interviews are not required but are encouraged.
- 3) Once you have **selected a student** (Up to 2 interns per company), have them sign an offer letter for the Summer 2025 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 **May 16, 2025**, deadline. 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@commerceri.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 session deadline of **September 12, 2025**. 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. Mandatory Program Orientations for Employers and Students

BGS Diversity Program

OER and REF have brought on Browning the Green Space (BGS) as an education and opportunity provider to the Summer 2025 round of the internship program. BGS will recruit, track and train BIPOC students participating in the program

BGS will recruit and train program participants this summer. Students will be required to attend career readiness and professional development workshops during the summer of 2025. Some workshops will be attended by all internship program students, with remaining workshops open only to BIPOC students recruited by BGS.

Student Recruitment Information Sessions: In late winter/early spring, BGS will host educational webinars for college students about the internship program and career opportunities in the clean energy sector. Information sessions will inform students about the program.

BGS Student Orientation: This session will introduce the elements of the BGS program, building community amongst the cohort and creating the foundation for relationships between the students and BGS. This session will also touch on fundamentals for internship best practices.

Internship Preparedness Workshops: The intern preparedness webinar is held in spring 2025, and provides an overview of the portal, program process, best practices for interviewing, cover letter writing, etc. to help the students secure an internship opportunity.

Employer Recruitment Information Sessions: In late early spring, OER and/or BGS will host an informational webinar for clean energy employers about the program and the benefits of participating. Include information on the targeted program.

5. Program Funding

Companies may pay their intern(s) more than the subsidy rate (\$15.00/hr.); however, REF will only reimburse up to the full award amount. Host Companies may not pay an intern less than \$15.00 per hour.

Hourly Rate	Weekly Rate	Program Cost per Intern
Up to 2 interns per company	Up to 40 hours	12 weeks
\$15.00	\$600.00	\$7,200.00

While the summer session may be longer than 12 weeks, the program will only reimburse Host Companies up to the maximum amount of \$7,200. Failure to pay the minimum amount may result in program staff denying a Host Company's reimbursement request. Program staff will only reimburse a Host Company up to its cap of \$7,200/intern for the summer session.