

# NYSERDA Workforce Development Programs

## Hiring Support



## Are you looking to hire clean energy technicians, installers, technical sales personnel, or interns? NYSERDA's Workforce Development programs can help.

In partnership with the NYS Department of Labor, NYSERDA offers two hiring support programs for wage reimbursement: one for new full-time hires and one for interns. A single application gives you access to both hiring programs.

ON-THE-JOB TRAINING (OJT)
Hiring Support
For full-time hires, NYSERDA will reimburse: <ul style="list-style-type: none"><li>■ Up to \$11,000 or \$8,500 per new hire, with larger incentives for hires from disadvantaged communities or priority populations.</li></ul>
OJT Program Details
<ul style="list-style-type: none"><li>■ Your business must be based in and operate in New York State and have a minimum of two employees.*</li><li>■ Wages for new hires must be \$18 per hour or greater, up to a maximum of \$40 per hour.</li><li>■ No funding cap when new hires are from priority populations or disadvantaged communities.</li><li>■ Payments are issued at employment intervals of 2 months, 4 months, 6 months, and 12 months.</li><li>■ \$1,000 payment is issued if the new hire is retained for 12 months and earns a qualifying industry certification.</li></ul>

CLEAN ENERGY INTERNSHIP
Hiring Support
For interns, NYSERDA will reimburse: <ul style="list-style-type: none"><li>■ 75–90 percent of wages per intern, on wages up to \$17/hr.</li></ul>
Clean Energy Internships Program Details
<ul style="list-style-type: none"><li>■ The size of business determines the amount of reimbursement.</li><li>■ Your business must be based in and operate in New York State and have a minimum of two employees.*</li><li>■ An intern can work part time or full time. Eligibility is defined as a minimum of 80 hours over 8 weeks or a maximum of 480 hours within 1 year from date of hire.</li><li>■ May hire up to 7 interns at once, or a total of 30 over the lifetime of the program.</li></ul>

*\* NOTE: If your business is New York State registered or New York City certified as a WBE/MBE/SDVOB, 2 full-time employees are not required.*



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## The Application Process

### STEP ONE

Submit a contractor [application](#).

- Once approved, you will have access as an eligible business to both the OJT and the Internship Programs.
- This step **must be completed prior** to step four.

### STEP TWO

NYSERDA and the Department of Labor (DOL) will review your application and determine eligibility.

- If there are questions with your application, expect to hear from NYSERDA (within 3 days) or DOL (within 2 weeks). If the application is clean, expect a decision within 3 weeks.

### STEP THREE

Once you are an eligible business, it's time to find employees.

- You can conduct your own search for employees and interns. Consider hiring from priority populations or from within a disadvantaged community. A DOL representative can help you find job candidates for full-time hires, or you can access the free Virtual Career Center.
- If you hire your own interns, be sure to have them [preapproved through NYSERDA](#) first.
- If you need assistance, NYSERDA will share its intern directory of eligible candidates.

### STEP FOUR

Submit an application to NYSERDA for each new employee/intern hire. You will receive access to the application system once you're approved as an eligible business.

- For new hires to the OJT program, there is a training plan component on the application. An example training can be found [here](#).
- Applications must be submitted no later than 30 days after the new employee's or intern's start date.

## Consider Hiring From Priority Populations and Disadvantage Communities

Priority Populations	Disadvantaged Communities
<p>Priority populations comprise people who have or want to acquire the technical skills and training necessary for professional opportunities in clean energy but need better access to those opportunities.</p> <p>Priority populations include veterans, individuals with disabilities, low-income individuals, incumbent or unemployed fossil fuel workers, previously incarcerated individuals, 16- to 24-year-olds enrolled in approved clean-energy technical training, homeless individuals, and single parents.</p>	<p>Disadvantaged communities bear burdens of negative public-heat effects, environment pollution, impacts of climate change, and possess certain socioeconomic criteria, or comprise high concentrations of low- and moderate-income households.</p> <p>For an interactive map, see the <a href="#">Disadvantaged Communities</a> page on NYSERDA's website.</p>

## Website Resources

- OJT and Internship Program [user guides](#) – guidance about applying to the programs.
- OJT and Internship Program [application](#) – single application serves both programs.
- OJT [website](#) and Internship Program [website](#).

## Who to Contact

- Workforce Development inquiries – [wfinfo@nyserda.ny.gov](mailto:wfinfo@nyserda.ny.gov)
- Internship Program – [CleanEnergyInternship@nyserda.ny.gov](mailto:CleanEnergyInternship@nyserda.ny.gov)
- On-the-Job Training (OJT) – [ponojt@nyserda.ny.gov](mailto:ponojt@nyserda.ny.gov)
- Contact your distributor's Clean Heat Connect Liaison



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