

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)	CLEAN ENERGY INTERNSHIP
Hiring Support	Hiring Support
For full-time hires, NYSERDA will reimburse: <ul style="list-style-type: none">50–75 percent of wages per new hire, up to \$24/hr., for 4–6 months.	For interns, NYSERDA will reimburse: <ul style="list-style-type: none">75–90 percent of wages per intern, on wages up to \$17/hr.
OJT Program Details	Clean Energy Internships Program Details
<ul style="list-style-type: none">The size and type of business, and category of trainee, determine the amount of reimbursement.Your business must be based in and operate in New York State and have a minimum of two employees.*\$150,000 cumulative funding cap on new hires not currently residing in a disadvantaged community or from a priority population (see page 2 for definitions).No funding cap when new hires are made from priority populations or disadvantaged communities.	<ul style="list-style-type: none">The size of business determines the amount of reimbursement.Your business must be based in and operate in New York State and have a minimum of two employees.*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.May hire up to 7 interns at once, or a total of 30 over the lifetime of the program.

* 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, develop training plans, and submit OJT applications.
- 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. A DOL representative will work with you to prepare it.
- Applications must be submitted no later than seven days after the new employee's start date (OJT) or 30 days after the intern's start date (Internship Program).

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 Disadvantaged Communities page on NYSERDA's website.</p>

Partner Connector

NYSERDA's online Partner Connector facilitates connections among training providers, contractors, and other industry groups interested in forming partnerships and building workforce development initiatives. [Registering](#) on the site provides access to contact information for other organizations seeking to collaborate.

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](#).
- Partner Connector [registration](#).

Who to Contact

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



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