

Submit an Internship Application

The PON 4000: NYSERDA Clean Energy Internship Program is designed to provide funding support for new intern hires to introduce eligible individuals to jobs in clean energy careers.

Participating businesses must submit an Internship Application for each individual they hire as an intern through the program. Funding will only be awarded for internships approved by NYSERDA.

Pre-requisites: Before proceeding with the below steps to submit an Internship Application, a business must first have their [Business Application](#) to participate in the Clean Energy Internship Program approved and must have received a Salesforce Portal login. Approval to be a participating business is not approval for funding for individual internships.

Note: Internship applications must be submitted via the NYSERDA Portal no later than 30 days after the intern's start date to be eligible for funding.

Introduction

Introduction



The content below provides guidance when beginning, and navigating through, the online application. Please review the following and then continue with the Application Instruction tabs to the left.

Choosing Interns

Within the NYSERDA Portal, businesses can access a list of eligible intern candidate who have applied for, and been approved to participate in, the Clean Energy Internship Program but have not yet been submitted to NYSERDA for an internship role by another business. The instructions below review how to access the eligible Intern Candidate list.

1

Log into your [NYSERDA Portal](#) account.

2

From the NYSERDA Portal home screen, click **View Eligible Interns**. You will be directed to the **Clean Energy Internship Program - Intern Candidate Directory**.

Home
Submit a New Application
Projects
Project Invoices
Manage Users
Project Inspections
Dashboards

My Tasks
Overdue

You have no open tasks scheduled for this period.

View Eligible Interns

3

This list can be filtered using the **County** and **Season** boxes at the top of the page and an intern's **Resume** and/or **Cover Letter** can be accessed using the respective links in the last column. To search using other intern candidate information, such as Major or Employment Areas of Interest, press **Ctrl + F** on your keyboard to use the find/search function of your browser.

Home
Submit a New Application
Projects
Project Invoices
Manage Users
Project Inspections
Dashboards
Generate Campaign

Clean Energy Internship Program – Intern Candidate Directory

This directory lists individuals who are approved to participate in the NYSERDA Clean Energy Internship Program. You must contact candidates directly to confirm their interest and availability for an internship.

Candidates' resumes and cover letters can be opened using the hyperlinks in the columns on the right side of the page.

Filter by County and Internship Season using the filter boxes at the top of the page.

To search for other fields (e.g., Major or Employment Areas of Interest), use the find/search function in your browser (e.g., pressing "Ctrl" + "F").

Counties
Albany
Allegany
Bronx
Broome
Cattaraugus

Seasons
Spring
Summer
Fall

Filter
Clear Filters

| Submitted Date | Name | City | State | Student Status | Most Recent Educational Institution | Major | Counties Available Spring | Counties Available Summer | Counties Available Fall | Areas of Interest | Resume Cover Letter |
|----------------|---------------|------------------|----------|----------------|-------------------------------------|-------|---|---------------------------|-------------------------|--|------------------------|
| 10/20/2021 | Tuesday Adams | Clifton Park | New York | | | | | Allegany | | Alternative Transportation, Energy Efficiency, Grid Modernization and Energy Storage, Renewable Elec Show More | Resume Cover Letter |
| 09/29/2021 | Tina Intern | Saratoga Springs | New York | | | | | Albany, Saratoga | | Energy Efficiency | Resume Cover Letter |
| 09/27/2021 | Kit Kat | ALbany | New York | | | | Albany, Allegany, Bronx, Broome, Cattaraugus, Cayuga, | | | Alternative Transportation | Resume Cover Letter |
| 04/07/2021 | Dylan Zhao | Staten Island | New York | | | | New York, Richmond | New York, Richmond | New York, Richmond | Alternative Transportation, Renewable Electric Power Generation, Renewable Fuels | Resume Cover Letter |

4

Business must contact intern candidates directly to confirm their interest and availability for an internship.

5

If you expect to see an intern candidate on the list but cannot find them, it is an indication that the individual has not yet been approved to participate in the program. If this is the case, please confirm that the individual has submitted their intern application.

NYSERDA's review of intern applications may take 2-3 business days. If the review period for their internships application has passed and the intern candidate is still not on the approved intern list, contact cleanenergyinternship@nyserda.ny.gov for more information on their application status.

Accessing the Application

1

Log into your **NYSERDA Portal** account.



If an individual at your organization, other than the Primary Contact listed on your Business Application, would like an account, please email CleanEnergyInternship@nyserda.ny.gov with the details of your request.

2

Once in your NYSERDA Portal account, access the **Submit a New Application** tab. Select the **Workforce Development and Training (PON4000)** option.



Businesses will only see multiple program application options if they have been approved to participate in both the On-the-Job Training and Internship programs.

Checking Your Application Progress

The application has six pages, or steps. Your progress throughout the application can be viewed in the upper right-hand corner where progress is denoted with a black circle. Additionally, these circles can be used to navigate to completed pages by clicking the circle representing the required page.

Workforce Development and Training



Select Intern (Step 1 of 6) - New York State Clean Energy Internship Program

Navigating the Application

Every page contains both a **Previous** and **Continue** button. Some pages also contain a **Save** button allowing applicants to save their progress.

- The **Previous** button enables to applicant to return to previous pages should it be necessary to update information on pages that have already been completed.
- The **Continue** button allows applicants to navigate to next page, or step, of the application. Applicants cannot advance to the next page if any required fields on the page have not been completed.
- The **Save** button allows applicants to save the application progress, returning to it later if it cannot be completed in one sitting.



- Business who close the application from page 1 to 3 will not have their progress saved and cannot return to complete the application at a later date or time.
- Businesses must reach page four of the application before progress can be saved.
- Be sure to **Save** your progress when you reach a **Save** point, so you can return to your application and submit when complete.

Special Notes

Content on this page with an associated camera icon indicates a screenshot, or other content, has been placed within a Tool-Tip. To access the content in a Tool-Tip, hover your cursor over the camera icon. Try it with this camera icon:

Application: Page 1

Application Page 1: Select Intern



The first page of the application requires you to select the Intern you expect to hire.

1

Enter the last name of the Intern you expect to hire using the available field. Once you begin entering in the Intern's last name, a drop-down will appear listing Interns with the same last name. Select the correct option from the drop-down list. Review the email address as well as the name to ensure you select the correct individual.

2

If the Intern's name does not appear after entering in their last name, review the note at the bottom of the page for more information. You cannot proceed at this time with the application until the Intern has been approved to participate in the NYSEDA Clean Energy Internship Program.

3

If you are able to locate and select the Intern from the list, click **Continue** to advance to the next page of the application. Access the **Application: Page 2** tab for related instructions.

[Home](#)
[Submit a New Application](#)
[Projects](#)
[Project Invoices](#)
[Manage Users](#)
[Project Inspections](#)
[Dashboards](#)

Select Language

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Select Intern (Step 1 of 6) - New York State Clean Energy Internship Program

Select the intern that you will be hiring in the field below.

Enter the last name of the intern you will be hiring and then choose them when they appear.

If the intern candidate name is not shown, then the individual has not yet been approved to participate in the NYSERDA Clean Energy Internship Program. Please confirm that they have submitted their intern application. NYSERDA's review of intern applications may take 2-3 business days. If the review period for their internship application has passed and the intern candidate is still not on the approved intern list, contact cleanenergyinternship@nyserda.ny.gov for more information on their application status.

CONTINUE

Application: Page 2

Application Page 2: Project Contacts



The second page establishes the application **Contacts**. Should NYSERDA require additional information for the application, the Primary Contact in the Contactor role will be contacted.

1

Two **Contacts** will appear on the list. Verify the contact information for the **New Employee** (the Intern) and the **primary Contact** for your business (the Contractor) are correct. If you need to edit information for a **Contact**, click the **Edit** option to the left of the **Contact** line item to open the **Edit Contact** modal window. Make any necessary changes and click **Save Changes**. The modal window will close.

2

If you would like to add an additional **Contact** from your business, click the **Add a Contact** option to open the **Add a Contact** modal window. Complete all the information fields, being sure to indicate if the **Contact** should be listed as the **Primary Contact**. All **Contacts** at your business should be listed as **Contractor** for the **Contact Role**. After completing the form, click **Save Changes** to save the new contact. The modal window will close.



You can only select on **Primary Contact** for your business.

3

Once all **Contacts** have been verified and/or added, click **Continue** to advance to the next page of the application. Access the **Application: Page 3** tab to for the next set of instructions.

[Home](#)
[Submit a New Application](#)
[Projects](#)
[Project Invoices](#)
[Manage Users](#)
[Project Inspections](#)
[Dashboards](#)

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Project Contacts (Step 2 of 6) - New York State Clean Energy Internship Program

If there are additional contacts from your company that you would like to enter, please do so by clicking the "ADD A CONTACT" button and list their Contact Role as "Contractor." Click Continue.

ADD A CONTACT

Show
10
entries

Search:

| Action | Primary? | Name | Email | Phone | Contact Role |
|--------|----------|------|-------|----------------|--------------|
| Edit | ✓ | | | (112) 412-4124 | New Employee |
| Edit | ✓ | | | (555) 555-5555 | Contractor |

Showing 1 to 2 of 2 entries

Previous
1
Next

PREVIOUS

CONTINUE

Application: Page 3

Application Page 3: Internship Location

i The third page establishes the **Project Site**, the location where the new Intern will be working. If the intern is working remotely from a residence, enter that residential address as the Internship Location.

1

Click **Add a Site** to open the **Add New Project Site** modal window. Complete all required fields on the modal window. When you begin typing an address, selections for matchings addresses will appear below the address field. Continue typing the address (including the city) if you do not immediately see the address listed in the initial list of suggestions. If located, click the suggestion. This will populate all other address fields. However, you can manually enter in all address fields if the suggestions continue not to locate the correct address. Click **Save** when complete. The modal window will close.

2

Confirm that the **Project Site** was added correctly. If you need to make edits, click **Edit** to the left of the **Project Site** line item to re-open the **Add New Project Site** modal window. You can also **Delete** the **Project Site** if needed.


i Only one **Project Site** can be listed per application.

3

When complete, click **Continue** to advance to the next page of the application. Access the **Application: Page 4** tab for the next set of instructions.

Page 6

Home **Submit a New Application** Projects Project Invoices Manage Users Project Inspections Dashboards

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Internship Location (Step 3 of 6) - New York State Clean Energy Internship Program

Enter the primary location at which the internship will take place by clicking the "ADD A SITE" button.

In order to be eligible for funding through PON 4000, the internship location must be in New York State.

[ADD A SITE](#)

Show 10 entries Search:

| Action | Site # | Address 1 | Address 2 | City | State | County |
|--|--------|-----------|-----------|------|-------|--------|
| At least one project site is required. | | | | | | |

Showing 0 to 0 of 0 entries

[PREVIOUS](#) [CONTINUE](#)

Application: Page 4

Application Page 4: Internship Details



The fourth page of the application requires applicants to document the Internship details. All required fields on this page are marked with a *.

1

Complete all required fields on this page. The **Date range of classes during internship** field only becomes active when the business replies **Yes** to the **Is the Intern taking one or more classes during the internship** question.

2

This is the first page of the application where a Business can **Save** their progress to return to the application at a later time.



- The **Save** button can only be clicked if all required fields on the page have been completed.
- After clicking **Save**, the Business can safely close the window if the application cannot be completed at this time. Once **Saved**, the Business will receive an automated email after 24 hours reminding them to continue the application process.

3

When all information on this page is complete, click **Continue** to advance to the next page of the application. Access the **Application: Page 5** tab for the next set of instructions.

Home **Submit a New Application** Projects Project Invoices Project Inspections Dashboards Generate Campaign

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Progress: 1 2 3 4 5 6

Internship Details (Step 4 of 6) - New York State Clean Energy Internship Program

Enter the details for the intern your organization is hiring.
Internship applications must be submitted no later than 30 days after an intern's start date. If your intern started working more than 30 days ago, your application will be rejected.

Internship Details

| | | |
|---|---|-----------------------|
| Job Title * | Internship Start Date * | Internship End Date * |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Hourly Rate * | Average hours intern will work per week * | |
| <input type="text"/> | <input type="text"/> | |
| Is the Intern taking one or more classes during the internship? * | Date range of classes during internship | |
| --None-- ▼ | <input type="text"/> | |
| Intern hired as a W2 employee? * | Has the intern been previously employed by your organization? * | |
| --None-- ▼ | <input type="text"/> | |
| Will any portion of the internship be conducted remotely (not on-site or at a business location)? * | | |
| <input type="text"/> | | |

PREVIOUS SAVE CONTINUE

Application: Page 5

Application Page 5: Internship Documents

The fifth page of the application requires the Business to upload supporting required and optional documentation.

1

Use the **Choose File** buttons for each required document to locate and upload the file from your computer. Once uploaded, the name of the file will appear to the right of each **Choose File** button.

2

If an incorrect or outdated file was uploaded, click **Choose File** again to locate and re-upload the correct or updated file. The newly file will replace the previously uploaded file.

A **Job Description** and a **Signed Offer Letter** are required for all Internship Applications.

A **Remote Work Plan** is only required if you selected **Yes** to the questions in Step 4 asking **Will any portion of the internship be conducted remotely (not on-site or at a business location)?** A remote work must plan must outline how those supervising the intern will engage with the intern during remote work.

3

By default, only one line item for **Other Documents** is provided. If additional optional documents are needed, click the **Add Another Document** option to include a separate line item under **Other Documents**.

4

Then, click **Save** to save your progress and click **Continue** to advance to the last page of the application. Access the **Application: Page 6** tab for the next set of instructions.

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Internship Documents (Step 5 of 6) - New York State Clean Energy Internship Program

Upload all required documents and any other optional documents that you would like NYSERDA to review as part of your application.

If you need to change an uploaded document, please select "Choose File" again to upload a new document. Please note, the new document will replace the first document. Select "Attachment History" to view all attachments.

Required Documents

| Document Name | Recent Uploaded Document | Upload History | Status | Add / Update Document |
|---------------------|--------------------------|----------------|--------|----------------------------|
| Job Description | | | | Choose File No file chosen |
| Signed Offer Letter | | | | Choose File No file chosen |

Other Documents

| Document Name | Add / Update Document | Recent Uploaded Document | Upload History | Status |
|---------------|----------------------------|--------------------------|----------------|--------|
| Document Name | Choose File No file chosen | | | X |

ADD ANOTHER DOCUMENT

PREVIOUS

SAVE

CONTINUE

Application: Page 6

Application Page 6: Application Review

i The last page provides an opportunity for the Business to review all submitted information before submitting the application.

1

Review all information provided in the application for accuracy. If any aspects of the application need to be updated, use the **Previous** button or the **Grey Check Circles** at the top-right of the page to navigate to previous pages in the application. After making an update, return to the last page of the application.

2

This page also contains a **Certification Statement** that the Business should read through. This includes reviewing the Terms and Conditions for the PON 4000: Clean Energy Internship Program with the link provided in the **Certification Statement**.

Then, check the **I agree to the terms and conditions stated above** check box. This box **must** be checked off before the application can be submitted.

3

The Business can click **Print** to save and/or print a PDF version of the completed application if desired. Click **Submit** to submit the application. Once submitted, the page will refresh and display a green **Application Status** message confirming successful submittal.

[Home](#)
[Submit a New Application](#)
[Projects](#)
[Project Invoices](#)
[Manage Users](#)
[Project Inspections](#)
[Dashboards](#)
[Generate Campaign](#)

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Application Review (Step 6 of 6) - New York State Clean Energy Internship Program

Review all application information below carefully to ensure that the information is complete and accurate before continuing.

Primary Contacts

| Project | Name | Phone | Email | Contact Role |
|---------------|-------------------|----------------|-------|--------------|
| | Laura Insulator | (555) 555-5555 | | Contractor |
| | Tina InternIntern | (112) 412-4124 | | New Employee |

Project Sites

| Site # | Address1 | Address2 | City | State | Zip Code/Postal Code | County |
|--------|------------------|----------|------------|----------|----------------------|--------|
| 1 | 14 Mrs Franks Rd | | Saugerties | New York | 12477 | Ulster |

Project Information

Internship Details

| | |
|---|--|
| First Name Tina | Last Name InternIntern |
| Job Title Test Title | Internship Start Date 10/27/2021 |
| Internship End Date 2/23/2022 | Hourly Rate \$15.50 |
| Average work hours per week 30 | Is Intern taking one or more classes during the internship? No |
| Date range of classes during internship | Will the internship be primarily conducted remotely (not on-site or at a business location)? No |
| Intern Hired as a W2 employee? Yes | Has the intern been previously employed by your organization? No |

CERTIFICATION STATEMENT

I, the applicant, agree to comply with the PON in effect at the time of NYSEERDA's acceptance of the Internship Application and must conform to Attachment A: Terms & Conditions which can be found here: https://portal.nyserda.ny.gov/CORE_Solicitation_Detail_Page?SolicitationId=rs0HD000000MwVIAA. The PON identifies the current applicant eligibility, funding and incentives, application and evaluation process, requirements and assurances, and reporting requirements. By submitting this application, I, as an Authorized Business Representative, certify that the intern identified within this application is not a relative of business owners, principals, or hiring managers of the business I represent, as the word "relative" is defined in the PON, and I certify that the above statements are true and correct.

☐ I agree to the terms and conditions stated above.

[PREVIOUS](#)
[PRINT](#)
[SUBMIT](#)

Next Steps

- You will receive a confirmation email indicating that NYSERDA has received your application and that it is under review.
- You can expect to receive an email within 10 days after application submission regarding the outcome of the application review and, if applicable, and next steps.
- You may view the status of your application at any time by logging into the NYSERDA Portal and selecting the **Project** tab.

The submission of an Internship Application does not commit NYSERDA to award funding or make payments related to the application.

Submitting a Revised Document for your Internship Application

i NYSERDA may reject individual items from your application and ask you to resubmit a document with items corrected or clarified. If a document is rejected, you will receive notification via email indicating which document has been rejected and what is required for resubmission if you'd like to proceed with your application.

We have prepared a short video walking you through the below steps should you prefer which you can access and view below.

Your browser does not support the HTML5 video element

1

To upload a revised document, log into your **NYSERDA Portal** account

2

Click on the **Projects** tab. Use the menu to select **All Applications Under Review** then click the **Go** button.

The screenshot shows the NYSEDA CRM interface. The top navigation bar includes 'Home', 'Accounts', 'Contacts', 'Projects', 'Cases', 'Leads', 'Opportunities', 'Campaigns', 'Reports', 'Dashboards', and 'Chatter'. The 'Projects' tab is selected. A dropdown menu is open under 'Projects', showing 'View: All Applications Under Review' and a 'Go' button. The dropdown menu lists various project types, including 'All My Proposals', 'All Applications Under Review', 'All Applications Waiting for External Review', 'All Approved Projects', 'All Awaiting Approval 14 Days or Older', 'All Awarded Projects', 'All Cancelled Projects', 'All CEC Projects', 'All CESIR Milestone Deliverables', 'All CHP Projects', 'All Closed Projects', 'All Commercial Tenant Projects', 'All Completed Projects', 'All - GPM', 'All GPM Projects', 'All IAQ Projects', 'All Installed/Operational Projects', 'All LSR Projects Under Review', and 'Allow 50% Invoicing'. The main content area displays a table with columns: 'Project Type', 'Status', 'NYSEDA Funding Amount', and 'Total NYSEDA Incentive Amount'. The table contains three rows of data.

| Project Type | Status | NYSEDA Funding Amount | Total NYSEDA Incentive Amount |
|------------------------------------|--------------|-----------------------|-------------------------------|
| ar For All - Household Application | Under Review | \$0.00 | \$0 |
| heric Project Management | Approved | \$21,837.00 | \$0 |
| heric Project Management | Approved | \$0.00 | \$205,000 |

3

Click on the **Project Name** of the Application that needs a new document.

The screenshot shows the NYSEDA CRM interface with the 'All Applications Under Review' table. The table has columns: 'Action', 'Project Name', 'Solicitation', 'Status', 'Application Under R...', 'Waiting for External ...', 'Change Modification...', 'Application Receive...', and 'NEIS Contract ID'. The table contains 10 rows of data. The first row is highlighted in green.

| Action | Project Name | Solicitation | Status | Application Under R... | Waiting for External ... | Change Modification... | Application Receive... | NEIS Contract ID |
|---------------|--------------------|-------------------------|--------------|------------------------|--------------------------|------------------------|------------------------|--------------------|
| Edt Del + | 30 Wynkoop Lane... | NY Sun Residential... | Completed | ✓ | | | 11/22/2017 6:08 AM | 000000000000000000 |
| Edt Del + | 000030 | Energy Affordability... | Under Review | | | | | |
| Edt Del + | 0000305763 | Energy Affordability... | Under Review | | ✓ | | | |
| Edt Del + | 0000305798 | Energy Affordability... | Under Review | | | | | |
| Edt Del + | 0000305805 | Energy Affordability... | Under Review | | | | | |
| Edt Del + | 0000305808 | Energy Affordability... | Under Review | | | | | |
| Edt Del + | 0000305845 | Energy Affordability... | Under Review | | | | | |
| Edt Del + | 0000305887 | Energy Affordability... | Under Review | | ✓ | | | |
| Edt Del + | 0000305899 | Energy Affordability... | Under Review | | | | | |
| Edt Del + | 0000305909 | Energy Affordability... | Under Review | | | | | |
| Edt Del + | 0000305986 | Energy Affordability... | Under Review | | | | | |
| Edt Del + | 0000306024 | Energy Affordability... | Under Review | | | | | |

4

On the Project Details page, scroll down to the **Document Information** section.

▼ Document Information

Save Document Add new Document

| Document Name | Uploaded Doc | Approve / Reject | Upload Document | Document History | Notes |
|---------------------------|--|------------------|----------------------------|------------------------------------|-------|
| Electric Bill | Test.pdf | Reject | Choose File No file chosen | Attachment History | Notes |
| Eligibility Documentation | tenant_ledger-rebecca_jenkins-20210303.pdf | Reject | Choose File No file chosen | Attachment History | |
| Utility Bill | Not Uploaded | | | | |

5

For each document marked as **Rejected**, click the **Choose File** button.

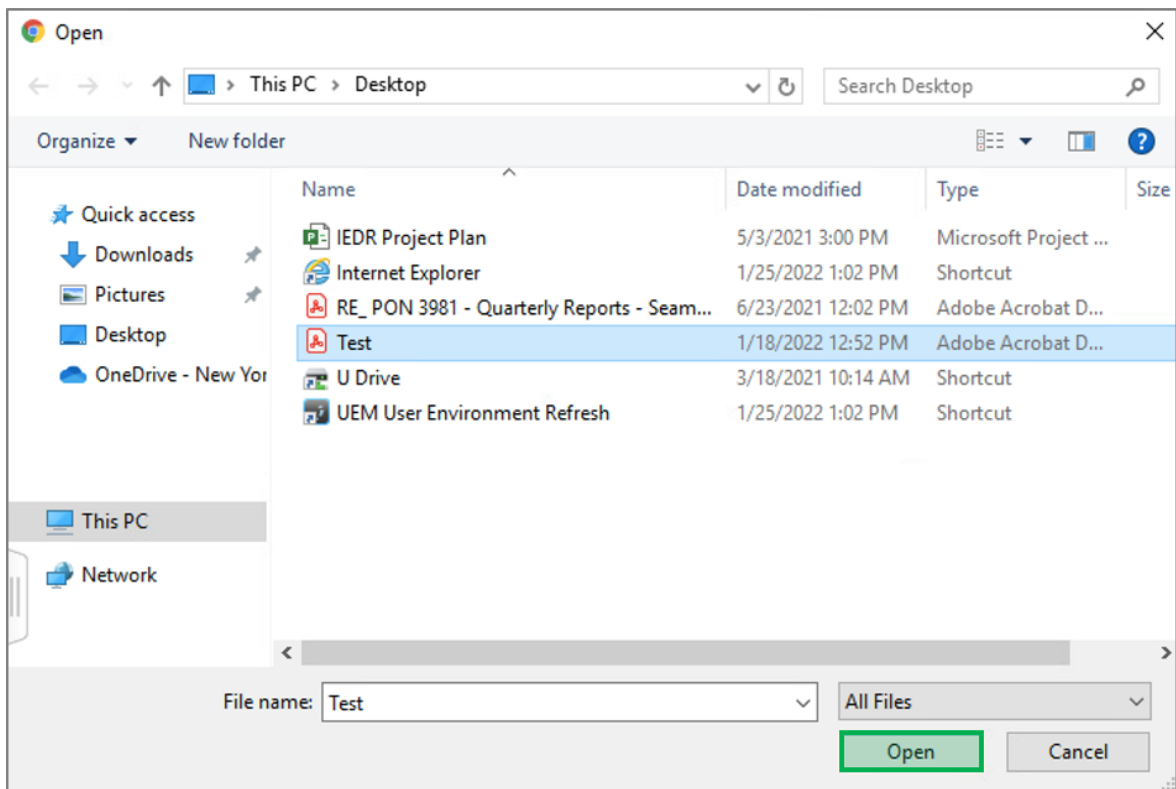
▼ Document Information

Save Document Add new Document

| Document Name | Uploaded Doc | Approve / Reject | Upload Document | Document History | Notes |
|---------------------------|--|------------------|----------------------------|------------------------------------|-------|
| Electric Bill | Test.pdf | Reject | Choose File No file chosen | Attachment History | Notes |
| Eligibility Documentation | tenant_ledger-rebecca_jenkins-20210303.pdf | Reject | Choose File No file chosen | Attachment History | |
| Utility Bill | Not Uploaded | | | | |

6

A new window will open up. Select the new file you wish to upload and click **Open**. Repeat for each file that needs to be resubmitted.



7

Click the **Save Document** button.



If you do not see the **Save Document** button, use the scroll bar for the Document Information section on the right side of the screen and scroll up.

Document Information

Edit
Save Document
Add new Document

| Document Name | Uploaded Doc | Approve / Reject | Upload Document | Document History | Notes |
|---------------------------|--|------------------|---------------------------------------|------------------------------------|-------|
| Electric Bill | Test.pdf | Reject | <div>Choose File</div> Test.pdf | Attachment History | Notes |
| Eligibility Documentation | tenant_ledger-rebecca_jenkins-20210303.pdf | Reject | <div>Choose File</div> No file chosen | Attachment History | |

8

Once you click the Save Document button, the Document Status will change from Rejected to Submitted.



You may review the Attachment History by clicking the **Attachment History** link for each file.

Document Information

Edit
Save Document
Add new Document

| Document Name | Uploaded Doc | Approve / Reject | Upload Document | Document History | Notes |
|---------------------------|--|------------------|---------------------------------------|------------------------------------|-------|
| Electric Bill | Test.pdf | Submitted | | Attachment History | |
| Eligibility Documentation | tenant_ledger-rebecca_jenkins-20210303.pdf | Reject | <div>Choose File</div> No file chosen | Attachment History | |

9

Once you upload revised documents, NYSEDA is notified that the application is ready for review. You will be notified of the outcome of the review within 5 business days.

[Clean Energy Internship & OJT Training Business User Guides Home](#)