



Industry Partnership Internship Program Overview

Workforce Solutions for North Central PA has funding available for the 2023-2024 Program Year from the PA Department of Labor and Industry to provide internship opportunities in our six-county region. Internships are a great strategy to retain our workforce and ensure awareness of the career opportunities in our region. This internship program is intended to be a professional learning experience that offers meaningful, practical work related to an intern's field of study to build a pipeline of skilled workers for our employers into the future.

Eligibility Criteria:

1. Employers – For-profit and/or non-profit organizations located in North Central Pennsylvania in the counties of Cameron, Clearfield, Elk, Jefferson, McKean, and Potter
2. Participants – Interns must be:
 - PA Residents
 - Currently in or recently completed a field of study, including high school, career and technical education, industry recognized training program, or associate's degree or higher, that aligns with the internship position
3. Industries - Manufacturing, Building & Construction, and Healthcare & Social Assistance

Other Requirements:

Applications will be reviewed as received on a rolling basis until funding is depleted. Depending on the number of applications received, a limit per employer may be issued. Upon approval, employers must agree to the following conditions:

1. Employers are responsible for the recruitment and hiring of interns.
2. Internships must take place between October 1, 2023 and June 30, 2024.
3. Interns must be PA residents.
4. Employers must provide copies of all relevant training plans and agreements or complete Section 2 of the application: Occupation Information and Training Plan. Please include the intern's current field of study or recently completed program.
5. Employers must pay a minimum of \$12.00 per hour and provide at least a 6-week experience for 10-40 hours per week. Exceptions to the minimum wage requirement will be considered on a case-by-case basis by Workforce Solutions. Employers will be reimbursed for 50% of the intern's hourly wages paid, up to a maximum reimbursement of \$3,000 per intern.
6. Prior to the start of program activity, employers must establish a pay schedule and coordinate with designated supervisory staff how timesheets will be accurately completed, submitted and processed so that interns are paid in a timely manner and only for actual hours worked.
7. Employers hiring interns under the age of 18 must ensure that the supervisor and anyone having on-going direct contact with any minors throughout the internship experience has the proper Child Protective Services Law (CPSL) clearances.
8. Employers hiring interns under the age of 18 must ensure that the intern has secured a work permit.
9. Prior to the start of the internship, employers should share policies pertaining to short-term employment such as time and attendance policies, call-off policies, dress code policy, code of conduct, discipline/termination, pay schedule, etc. with supervisory staff and interns.

10. Employers should also become a registered employer with the PA CareerLink® system by going to the following link and completing the process under the “Become a Registered Employer” section:
<https://www.pacareerlink.pa.gov/jponline/Common/LandingPage/Employer>.
11. At the start of the program, employers must agree to provide Workforce Solutions with completed Intern Entrance Surveys and the Authorization for Release of Name forms.
12. At the completion of the program, employers must also provide a completed Employer Feedback Form to Workforce Solutions that provides information related to the overall satisfaction with the program, suggestions for improvement, and future interest in participating in a similar program.
13. Employers will ensure that interns complete an Intern Essay prior to the end of their internship with details provided upon award.
14. Employers agree to submit a photo of the intern during their internship experience.

Employers should complete all sections of the attached application for each intern to be hired, and submit the required documents to Sherri Cunningham - scunningham@ncwdb.org and Terry Hinton - thinton@ncwdb.org with “IP Internship Application” in the subject line. If you have any questions, please contact our office at 814-245-1835 or email at the above addresses.

Equal Opportunity Employment Program

Auxiliary Aids and Services are available to individuals with disabilities

Funding provided by: <https://www.workforcesolutionspa.com/categories/resources/pages/stevens-amendment>