

Transitioning Clean Energy Interns to Full-Time Hires in the On-the-Job Training Program

Your organization may bring interns hired through NYSERDA's PON 4000 Clean Energy Internship program into NYSERDA's PON 3982 On-the-Job Training (OJT) program if you hire those individuals as full-time, permanent employees following the conclusion of their internship (eligibility requirements apply).

1. Not all individuals who were eligible interns may be eligible to be hired through the OJT Program. Review the definition of "worker" and "Worker Eligibility requirements" for new hires in the [On-the-Job Training Program summary](#).
2. If your organization is an approved participant in the internship program but is not yet approved as an OJT program participant, you must apply to participate in NYSERDA's On-The-Job Training program.
 - a. To apply, click the 'Apply Now' button at the top of the [OJT website](#). The eligibility requirements for organizations differ between the two programs, so approval to participate in the internship program does not guarantee approval for OJT. Read full requirements for PON 3982: On-the-Job Training Program [here](#).
3. To transition an intern to the OJT program, you must identify 1) their last day of employment as an intern, and 2) their first day of employment as a full-time, permanent employee. Email cleanenergyinternship@nyserda.ny.gov and PONOJT@nyserda.ny.gov listing the individual's name and these two dates. Funding for participation in the OJT program is not awarded until you submit a New Hire Application through the NYSERDA Portal and the application is approved.
4. Submitting the New Hire Application
 - a. You submit a separate New Hire Application for each intern you would like to hire as a full-time, permanent employee and bring through the OJT program.
 - b. To start the New Hire application process, you must work with your assigned New York State Department of Labor (NYS DOL) Business Service Representative. They must sign off on required components of the application before you submit it to NYSERDA.
 - c. The New Hire Application includes a training plan and a job description. The training plan maps out the steps your business will take to help the new hire achieve proficiency in their new role. Your NYSDOL Business Service Representative can assist in the development of this training plan. Instructions on how to submit a New Hire Application can be found [here](#).
 - d. All New Hire Applications must be submitted to NYSERDA no later than 7 days after the new hire's start date to be eligible for funding.
 - e. You must enter their first day of employment as a full-time, permanent employee in the Start Date field on the New Hire Application.
5. When submitting a reimbursement request for the end of the internship term, include the last date the individual worked as an intern in the invoice documentation.

Contact PONOJT@nyserda.ny.gov or to cleanenergyinternship@nyserda.ny.gov with any questions.

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