

Subsidized, Paid Internships for RI High School Students and Employers

Terms and Conditions of GWB RI Work Immersion Program
Fiscal Year 2016: July 1, 2015 – June 30, 2016

Under the GWB RI Work Immersion Program, the Governor's Workforce Board (GWB) provides partial wage reimbursements to RI employers that provide internships to high school students who are enrolled in Career and Technical Education in RI.

Who is eligible to participate?

- ❖ Any individual at least 16 years of age who:
 - is currently in their junior or senior year of high school; and
 - is currently enrolled in Career and Technical Education in RI; and
 - who has a C or grade point average of 2.0 or above; and
- ❖ Any employer (for-profit, not-for-profit, or public sector) that is doing business in RI

What activities are eligible for reimbursement?

- ❖ In order for a paid internship to qualify for reimbursement from the GWB RI Work Immersion Program, the activity must:
 - provide the student with a meaningful learning opportunity¹ related to their field of study
 - increase the employability of the student
 - offer the student 60-400 hours of paid employment during the school year or summer
 - pay an hourly wage equal to or greater than the RI minimum wage
 - assist the employer by preparing individuals for potential employment²

How does an employer obtain reimbursement for providing a paid internship to a student?

- ❖ The GWB will reimburse an employer for 50% of wages paid (maximum wage rate = \$20/hour) for an eligible internship of 60-400 hours of work
- ❖ To obtain reimbursement, the employer must:
 - *Before the internship:* Obtain pre-approval from the Career and Technical Education program the student is attending as well as the GWB. Pre-approval will ordinarily be granted within two weeks of receipt of the pre-approval form.
 - *After the internship:*
 - submit an evaluation form completed by the employer, the student and the School; and
 - submit relevant wage records to the GWB

How can an employer find a student for an internship?

Employers that are interested in providing an internship to a RI High School student who is enrolled in Career and Technical Education may [contact a RI High School Career and Technical Education program](#)

For more information about the GWB RI Work Immersion Program and the pre-approval form, go to www.gwb.ri.gov/internships.htm or contact the Governor's Workforce Board at 401-462-8864.

¹ Internships that have been approved by the student's High School automatically qualify as a "meaningful learning opportunity."

² Employers are not obligated to hire students upon completion of the internship