



**OHIO DEVELOPMENT SERVICES AGENCY**  
**The Career Exploration Internship Program**  
**Guidelines**

**The Career Exploration Internship Program** is a program that provides financial incentives to businesses that employ student interns to provide education, instruction, and experience relevant to the student intern's career aspirations. The program aims to provide relevant experience to students for in-demand careers. The program offsets a portion of the costs of the employment of the student intern, *via* reimbursement. The program will reimburse eligible employers for a portion of each student intern's wages up to a maximum of \$5,000, from the Career Exploration Internship Fund.

**Program Eligibility:**

To be eligible for a Career Exploration Internship grant, the following requirements must be met by both the business and the student intern.

**BUSINESS ELIGIBILITY**—an eligible business must operate as a sole proprietorship, a for-profit entity, or a pass-through entity as defined in Section 5733.04 of the Ohio Revised Code with substantial operations in The State of Ohio. The business must be current on its taxes and, when requested, receive EPA clearance for the location of the internship.

**STUDENT INTERN ELIGIBILITY (at the time of application)**—an eligible student intern must meet the following criteria:

- The individual is entitled to attend school in the State; and
- The individual is either between sixteen and eighteen years of age, or is enrolled in grade 11 or 12.

**Career Exploration Internship Requirements:**

To qualify for a grant under the program, the career exploration internship must be at least twenty weeks in duration and include at least two hundred hours of paid work in the State. The business must apply to the Ohio Development Services Agency ("ODSA") before the start date of the career exploration internship (the "Applicant"), unless the job is listed on the In-Demand Occupations list provided by OhioMeansJobs.com. If the career falls on this list, then the start date of the internship may be no more than 30 days prior to the application date.

**Application Guidelines:**

Each application must be in form and substance acceptable to ODSA, and must contain at a minimum:

- A brief description of the internship;
- A signed statement by the student intern briefly describing the student intern's career aspirations and how the student intern believes this internship may help achieve those aspirations;
- A signed statement by a principal or guidance counselor at the student intern's school, or an individual responsible for administering instruction to the student

intern, acknowledging that the employment opportunity qualifies as a career exploration internship; and

- An acknowledgement by a principal or guidance counselor expressing intent to advise the student intern by having a meeting within thirty days following the end of the internship to discuss the experiences during the internship.

### **Application Review**

ODSA shall review and make a determination with respect to each application in the order it is received and shall send written notice of its determination to the Applicant within thirty days after receiving the application.

### **Available Funding**

This program is operated as a reimbursable program. Upon ODSA approval of the application, ODSA will provide a Career Exploration Internship Grant Agreement (the "Grant Agreement") to the Applicant, who must complete and submit the Grant Agreement to ODSA within thirty (30) days. Pursuant to the executed Grant Agreement, ODSA will reimburse the employer for up to 50 percent of the cost of the student intern's wages for the first twelve months following the date of the application's approval (up to \$5,000) after: (1) a report is provided to the ODSA that documents the dates of the student intern's employment, the total wages paid by the business to the student intern, a signed statement by the student intern briefly describing the duties performed during the internship and the skills and experiences gained throughout the internship, and any other information requested by the agency; and (2) ODSA determines that the career exploration internship complies with Ohio Revised Code Chapter 122.177.

Any costs incurred or monies expended by Applicant prior to final approval by ODSA are done at Applicant's own risk. Applicant's decision to go forward does not obligate the State of Ohio to provide state assistance to an Applicant that has not received the required approvals and executed the required Grant Agreement.

Eligible businesses may receive funding for up to three career exploration internships per legal entity (as identified by Federal Employee Identification Number/FEIN) per calendar year.

Funding for this program is limited and will be on a first-come, first-served basis, and only available through June 25, 2017. Applications must be received by ODSA prior to this date.

### **Business Reports**

ODSA shall not reimburse the business until the agency receives a report from the business. That report must be submitted within thirty (30) days after the end of the internship or thirteen (13) months after the approval of the application, whichever comes first. This report must include:

- The date the student began the internship;
- The date the internship ended or a statement that the student will continue to be employed by the business;
- The total number of hours the student was employed during the internship;
- The total wages paid by the business to the student during the internship;
- A signed statement by the student intern briefly describing the duties performed during the internship and the skills and experiences gained throughout the internship; and
- A signed statement of acknowledgement by the guidance counselor or principal of the post-internship meeting with the student intern as described above.

### **Additional Information**

Additional program information, including post-approval documents and processes, can be found at the following website: [http://development.ohio.gov/bs/bs\\_oceip.htm](http://development.ohio.gov/bs/bs_oceip.htm)