

# High School Tech Internship



## Overview

The High School Tech Internship v2.0 pilot program is a competitive opportunity for Ohio employers to receive reimbursement for establishing a recruitment pipeline by hosting high school interns in tech-related roles. Educational Entities work closely with business partners to apply for this program. Find out more ways business-education partnerships [benefit everyone involved here!](#)

The goal of the High School Tech Internship is to provide businesses with the tech talent they need while also providing students with valuable work experience at an early age. Interns will be expected to perform job duties similar to what is expected of an entry-level employee in technology roles that focus on software development, data, cloud and IT infrastructure, and cybersecurity.

## Business Partners

### Expectations

- Businesses will provide a letter of support to the Educational Entity of their choice stating they wish to hire interns for the High School Tech Internship Program.
- Businesses will engage the students at a forum, set up by their partner Educational Entity, at which they can explain their operations, the expected duties of the internship, and interview candidates.
- Businesses must collaborate with Educational Entities to develop Work-Based Learning Agreements for each student intern, which should include the work schedule of the student.

### Benefits of the Program

- Employers have an opportunity to begin building their future talent.
- Employers will be reimbursed for a portion of the wages paid to interns to encourage employers to hire high school students in technology roles. Businesses also will be eligible to earn bonuses based on the number of students they hire and the duration of the internships.
- To align with [JobsOhio priorities](#), recommended internship opportunities include roles with a focus on software development, data, cloud and IT infrastructure, and cybersecurity.
- To qualify for wage reimbursement, employers must submit documentation proving the student was employed for a minimum of 100 hours and was paid at least \$12 per hour. The maximum reimbursement is scaled for the internship duration (see table below).

Business Wage Reimbursement		Internship Duration		
		120 Hours	140 Hours	160 Hours
Students Hired	1 Intern	\$975	\$1,275	\$1,575
	2 Interns <b>Bonus</b>	\$1,950 <b>(+\$200)</b>	\$2,550 <b>(+\$250)</b>	\$3,150 <b>(+\$450)</b>
	3 Interns <b>Bonus</b>	\$2,925 <b>(+\$300)</b>	\$3,825 <b>(+\$375)</b>	\$4,725 <b>(+\$450)</b>

- Employers may receive an additional \$225 per intern if they can demonstrate the intern earned an [industry-recognized credential recognized on the Innovative Workforce Incentive Program \(IWIP\) List](#) by the time of the reimbursement request.
- **Employers who hire multiple interns are eligible for a bonus payment correlating to the number of completed internships and their duration (in bold above).**

# High School Tech Internship



**Educational Entity:** (District, Career-Technical Education Center, Educational Service Center)

## Expectations

- Educational Entities will submit their intent to participate, outlining their plan for student recruitment to the program, along with two letters of support from businesses willing to partner with the Educational Entity and hire interns.
- Intent to participate will close prior to the internship placement deadline (June 15) or until there are no more available funding opportunities.
- Educational Entities will identify students who will be 19 years old or younger on the start date of their internship. They will provide a venue (in person or virtual) for students to meet and interview with the employers they have partnered with.
- Educational Entities must place at least two interns to participate in the program.
- Educational Entities must collaborate with business partners to develop [Work-Based Learning Agreements](#) for each student intern.

Submit your intent to participate here!  
(click or scan)



## Benefits of the program

- Education professionals have an opportunity to learn more about the businesses in their communities, including learning what skills their students will need to be successful.
- Educational Entities must place at least four interns outside of their own organization (and schools participating) for a minimum of 100 hours each to be eligible for an Incentive Bonus Payment.

Educational Entity Incentive Payment	Number of Interns Placed		
	4	6	8
Payment Amount	\$400	\$750	\$1200

- In order to receive Educational Entity Incentive Payment, students cannot be employed by the entity or its affiliates.
- Participating schools may be eligible to use qualifying credentials earned during internships to get \$1,250 payments, per credential, through the [Innovative Workforce Incentive Program \(IWIP\)](#).
- Hopefully, this program gives Educational Entities the opportunity to forge long-lasting partnerships with participating businesses.

## Program Process:

### Intent to Participate

1. Educational Entities will submit their intent to participate in the program along with letters of support from partnering businesses.
2. A verification email of intent to participate will be sent to the Educational Entity (this does not guarantee funding).
3. Once the Educational Entity is verified, the forum and recruitment plans should be executed to secure internship opportunities with the business partners and select students that will participate. This should include an interview opportunity for potential students by business partners.

# High School Tech Internship



## Application to the Program for Funding

4. Once selections and placements have been secured, Educational Entities will submit the information about placements and duration of the internship using the [High School Tech Internship 2.0 Funding Application](#) for approval.
5. Educational Entities that have submitted details about internships will be notified of their approval/denial. **The approval from this step, along with a fully executed Grant Agreement between the Department of Development and the Educational Entity, secures funding for the internship and is on a first come first served basis.**
6. Educational Entities will notify businesses of submission approval/denial. Businesses then hire students into available internship roles and partners work together to develop the student's Work-Based Learning Agreement.

## Receiving Funding

7. At the completion of the internship, businesses will submit documentation to the Educational Entity regarding students' time in the internship, verification of wages and other evaluation documentation requested by the Educational Entity – including any information required for Work-Based Learning Agreements.
8. Once the Educational Entity receives complete documentation from the businesses, the Educational Entity will send all internship information to the Department of Development for review and reimbursement. October 1, 2022 is the deadline to submit.
9. Educational Entities will be required to distribute proper payment (as designated by the Department of Development) to the participating businesses.

## Additional Information

- Internships can start at any time once Educational Entities have received notification of approval for funding, but no students can be placed after June 15<sup>th</sup>.
- Businesses must submit reimbursement paperwork and exit interview notes to the Educational Entity by October 1<sup>st</sup>.
- Opportunities for participating Educational Entities and business partners to network will be facilitated by the state periodically throughout the duration of the program.

## Key Program Improvements from Prior Year

- Incentivization for Educational Entities to place multiple students into internships with multiple partners.
- Incentivization for businesses to hire multiple interns for an extended duration.
- Incentivization for timeliness of compliance/paperwork.
- Wider application pool gives a better gauge of interest.
- Streamline process for partners.

[Find out more about the High School Tech Internship pilot from prior year here!](#)