



Ohio Career Exploration Internship Program

Frequently Asked Questions

What is the Career Exploration Internship Program?

The Career Exploration Internship Program is designed to help Ohio high school students explore potential careers and gain valuable work experience in a professional environment. Interns have the opportunity to explore all aspects of a profession and gain better understanding of the training needed to enter a career field. The program is not focused on one task, but is designed to provide students with a wide range of experiences within a career field.

Who is eligible to apply for the Career Exploration Internship Program?

To qualify for the Career Exploration Internship Program, both the business and the student must meet eligibility requirements. Students must be eligible to attend school in the state of Ohio, and be between 16 and 18 years old or enrolled in grades 11 or 12. Businesses must be in operation in the state of Ohio for at least 12 months, host the intern at an Ohio location, and be either a sole proprietorship, for-profit entity, or a pass-through entity as defined by the Ohio Revised Code Section 5733.04.

How will the internships be determined?

Career Exploration Internships are initiated by a business or a student. Once the business and student agree on the terms of the internship, the business can begin the application process. The state does not match students and businesses.

When do internships start?

Internships can start as soon as the application is approved. The Ohio Development Services Agency will approve applications on a first come, first served basis. Businesses with high school interns working in an in-demand career may apply up to 30 days after the start of the student's internship.

How long does an internship have to last?

The internship must be at least 20 weeks and include at least 200 hours of paid work and instruction.

How many interns can a business host?

Businesses may host up to three Career Exploration interns in a calendar year and can be reimbursed 50 percent of each intern's salary, up to \$5,000.

How does a student apply for the internship?

To apply for the Career Exploration Internship Program, a student must identify a business and secure an internship position with the business. Once the student has identified a business, the business can begin the online application process.

After the application is approved, how long does an intern have to start the internship and training?

Once the application is approved, the intern must complete at least 20 weeks and 200 hours of paid work and instruction within one year of the application approval. To receive reimbursement for the intern's salary, the business and student must complete a final report within 30 days of the conclusion of the internship.

What effect does employment law have on the program?

The business must comply with all applicable employment laws.

What type of businesses are eligible?

To be eligible for the Career Exploration Internship Program, a business must have been in business in the state of Ohio for at least 12 months, host the intern at an Ohio location, and operate as a sole proprietorship, for-profit entity or a pass-through entity as defined by the Ohio Revised Code, section 5733.04.



**Development
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**For more information on the
Ohio Career Exploration Internship Program,
call (614) 466-4326.**

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I'm a student interested in an internship. What information do I need to participate in the program?

Before sending information to a business, students, along with their guidance counselors and parents, should determine what careers interest them. Once they have identified a career path, the student should contact a local business in that field to determine if internships are available. Once the student identifies the internship at the business, the business should begin completing the online application.

How much funding is available for the program?

The Career Exploration Internship Program has \$1 million in funding from the license fees for casino facilities.

How many interns can a business host through the program?

A business can host up to three interns in a calendar year.

What is the amount of reimbursement for an internship?

A business can be reimbursed 50 percent of the intern's salary, up to \$5,000.

Can I extend an internship and still receive reimbursement?

Yes, a business can extend the internship of a Career Exploration Intern. However, the business will not be eligible for salary reimbursement until the next calendar year. If the intern continues to work for a business after the end of a Career Exploration Internship and before the approval of the internship extension, the salary of the intern during that time is not eligible for reimbursement.

The business and student must update the application with the Ohio Development Services Agency. All internship extensions will be contingent on funding availability.

What if I am a non-traditional high school student or home schooled, can I apply?

Yes, you can apply for the program as long as you are between the ages of 16 and 18 years old and entitled to attend high school in the state of Ohio.

What forms are required to receive reimbursement?

The business must submit within 30 days after the end of the internship or 13 months after the approval of the application, whichever comes first, the following information:

- 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.

Are nonprofits or public entities eligible to hire interns through the Career Exploration Internship Program?

No, nonprofits or public entities are not eligible to participate in the program. Eligible entities include sole proprietorships, for-profit entities or pass-through entities as defined by the Ohio Revised Code, section 5733.04.

My business is headquartered in Ohio but we would like to host an intern at an out-of-state work site. Would that internship qualify for the program?

No, only internships at business locations in the state of Ohio are eligible for the program. A business must also be operating for at least 12 months in the state of Ohio to be eligible.

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