

Career Accelerator Internship Grant Program – Eligibility and Requirements

Employer Eligibility

- The employer must be located in New Jersey
- The employer must identify as a for-profit corporation, non-profit organization, not-for-profit organization, or small business
- The employer must be able to provide the following documentation issued by the State of New Jersey: Certificate of Formation, Business Registration Certificate, and proof of any certification (M/WBE, VOB, DVOB, SBE, ESBE, DBE, LGBTQ+, UEZ) if applicable.
- The employer must provide their W-9
- The employer must provide their NAICS code
- The employer must provide an internship description for each internship type
- The employer must be willing to provide an educational internship experience that fosters the skills necessary to succeed in the employer's industry
- The employer must be willing to register with the State of New Jersey for award processing.
- The employer must designate a point of contact(s) for communication and supervision

Student Eligibility

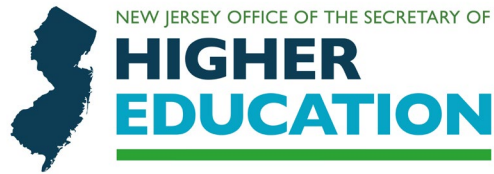
- Current NJ undergraduate student
- Current NJ graduate student
- Recent NJ college graduate: must have graduated less than one year prior to start of the internship experience (May 2024-May 2025 graduates)
- A current undergraduate student who is a permanent NJ resident

Application Materials

- Fill out the [application](#)
- Complete the [Internship Description Form](#)
 - You will be required to upload your internship descriptions in the application, but the form will be required if you would like assistance promoting your open position

Recruiting

- Post open position(s) with Career Centers-OSHE will assist
- Connect with local Career Services offices to promote position
- Collect applications, review resumes, and conduct interviews
- Make offer to student for internship experience
- Complete Internship hiring verification form. This form will be shared with you if you have been awarded. **PLEASE NOTE:** Funds will not be disbursed until this form is completed for each intern you hire



Required Reports

- Final Report (evaluation and narrative): Hosting sites will be required to evaluate each intern on an adapted version of the Career Readiness competencies identified by [National Association of Colleges and Employers \(NACE\)](#). A template will be posted on [OSHE CAIGP webpage](#) and an invitation to the survey will be sent via email to the Internship Supervisor at each host site at the conclusion of the internship. In addition, employers will be asked to submit a narrative about the program with guiding questions.
- Expenditure Report: A template will be posted on [OSHE CAIGP webpage](#). Please keep records of all pay checks. OSHE reserves the right to request paystubs for each intern.