

When will the CTE Internship applications be available?

Applications will be available September 12, 2018.

How do I qualify for a CTE Internship?

To be eligible for a CTE Internship, you must be at least 14 years old but not over 21 years old as of July 1st, 2018. You must be enrolled in a CTE School or Programs, and must be nominated by your School's Work Based Learning Coordinator. You will know you have been nominated because your Coordinator will have given you a link to this website to create an application. You must also permanently reside within the five boroughs of New York City.

Do I have to pay any fees to apply for a CTE Internship?

No, there are no fees associated with participating in a CTE Internship.

How do I apply for a CTE Internship, and where do I submit my application?

Your Work Based Learning Coordinator will give you a link to the Online Application Portal. If you are interested in a CTE Internship, please consult with them. Once you get the link and go to the site, you can fill in all the required information (You MUST know your Social Security Number) and submit your initial application.

Will I receive a receipt confirming that I have submitted my CTE Internship application?

Yes. You will receive an email with confirmation that you have successfully submitted the online application.

When will CTE Internships start?

CTE Internships can begin as early as September 12, 2018. However, your specific internship start date is dependent on the program you are enrolled in AND your work based learning coordinator.

What is the last day I can apply for a CTE Internship this school year?

The CTE Internship application closes on January 25, 2019.

When will CTE Internships end for this school year?

The last working day for the 2018-19 School year is June 14, 2019.

Does submitting an application mean I will definitely be selected for a job?

No. Your Coordinator will have information on what jobs are available, and will be able to match you to one that will be best for you. Not every student who applies for an internship will receive one.

Is there anything else I need to do after I submit my Application?

Yes. All students need to complete student employment verification. However, if you have completed a CTE internship before you will not need to do this. Contact your WBL coordinator for the next steps in your application or check the application status section on the student application website.

I previously worked through the WBLRC, is that the same thing?

Yes. The WBLRC is now called Student Internship Management Services (SIMS). If you have had a previous internship through the WBLRC you have completed a CTE Internship and you do not need complete Student Employment Verification again.

What do I need to do to be Verified for Student Employment? Do I need Working Papers?

You will need to present documents that verify your identity (school ID, Driver's license, Learner's Permit, U.S. Passport or Passport Card, Permanent Resident Card, or Authorization to Work Card) and documents that verify your authorization to work (Social Security Card, Birth Certificate, U.S. Passport or Passport Card, Permanent Resident Card, or Authorization to Work Card) to a member of our staff. You can do this in person at one of our in person Verification Sessions, or you can speak to your Coordinator to set up a Virtual Verification Session.

If you are under the age of 18, you will also need to provide Working Papers at the Session. There is a Student Employment Verification Checklist in the documents sections.

If I don't have them, how do I get Working Papers?

Working papers can be obtained through any New York City Public High School or District Family Advocates office.

What happens at the Student Employment Verification Session?

You will be asked to fill in page 1 of the I-9 Form (the document that confirms your Verification), which is the page on which YOU confirm your identity. The Staff member with whom you have the session will review your documents and complete page 2, which is the page on which your documents are verified and your authorization to work confirmed.

Once I've done the Verification Session, does that mean I have the job?

No. Employment Verification simply means your documents have been verified, and you are legally able to work. It does NOT mean you have been selected for an Internship.

How can I check on the status of my CTE Internship Application?

There is an Application Status button on the Welcome Page of the CTE Internship Application Website. You may check there after you have submitted your application.

How will I know if I am selected to participate in a CTE Internship?

You will receive an email from your office stating that you have been enrolled in an Internship. It will list your enrollment date. For more details about your Internship, you should check with your Work Based Learning Coordinator.

How much does a CTE Internship pay?

CTE Internships pay the New York State minimum wage of \$13.00 an hour. On December 31, 2018, that will be increasing to \$15.00 per hour.

How many hours a week can I work:

You may work up to 15 hours per week when school is in session, and 30 hours per week when school is not in session. The designated weeks when you may work 30 hours can be found on the Payroll schedule, which can be downloaded from the documents section of the Participant Portal.

How will I be paid?

Participants are paid every two weeks directly through a debit card payroll processing system.

OR

You may select to receive your pay via Direct Deposit. This allows you to have your earnings directly deposited in your own personal Checking or Savings bank account. After completing enrollment, you will receive additional information about Direct Deposit. Note: You must have an existing active bank account to use this option.

Can I work on weekends?

Work on weekends is permitted but it is up to your Internship Host. Your total hours cannot exceed 15 hours per week when school is in session, and 30 hours per week when school is not in session.

Can I work overtime?

No. CTE Internships cannot pay for overtime. If you are asked by the worksite to work overtime, you must inform your Work Based Learning Coordinator and our office.