New Hampshire Department of Labor

CAREER SERVICES AT THE HARRINGTON CENTER

NH State Guidelines, Businesses/Organizations for **Unpaid** Internships **in New Hampshire**:

The State of NH has designed NON-PAID internship requirements. Any organization offering unpaid internships taking place in the state of NH must follow the NH Department of Labor's guidelines and process for approval of unpaid internships.

- **NO Action Needed:**
  a. **Paid internships**
  b. **Job shadows or observational internships**
  c. ***Non-profits and volunteer organizations, *but*** they need to be a registered charity with the Department of Justice with no paid employees and the work must be charitable in nature. Registered Charities | New Hampshire Department of Justice see here for listing of registered charities

- **For unpaid work experience internships, you must do the following to complete the internship approval process:**

  a. Complete these forms: Found on the Colby-Sawyer College Homepage/Career Services
  b. Employer Pre-Screening Form
  c. Employer Approval Form Non or sub wage ***Fill out all yellow highlighted fields***
     i. Send completed documents to career.services@colby-sawyer.edu

In order for an unpaid internship (not job shadowing or observation) to be approved, the following parameters must be met, as outlined by the NH DOL:

Admin.Rule 805.05 governs the approval/rejection process of an unpaid internship.
Job Duties Requirement:
The *internship must have a clear educational objective/outcome* in which the internship is intended to accomplish – *there must be a prominent educational component and intent in which education is the principal purpose of the internship*. The intern must operate under the close observation of employees of the Business Partner and *cannot displace or supplant an employee or fulfill a role normally occupied by an employee*. Internships are evaluated on a situational basis to determine whether the internship is clearly educational and not supplanting the workforce – the tasks/duties/work performed by the intern, and the parameters in which they perform them are the primary consideration regarding supplanting the workforce. Additionally considered relevant to these factors is the duration of the internship – a 1 year, 5 day per week, 8 hour a day internship is more likely to be seen as supplanting the workforce than a vastly shorter internship given the same duties and parameters, but this evaluation is secondary to what is being done by the intern.
For more information visit: New Hampshire Department of Labor Website>Inspections>Inspection Forms