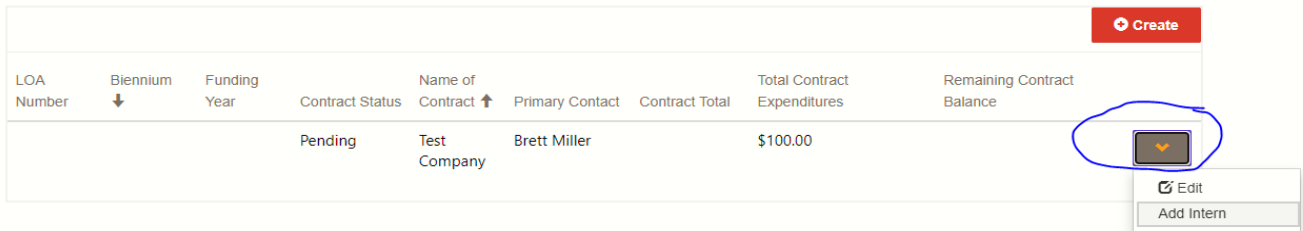


To access the Operation Intern Portal, please use this link: <https://commerceportal.nd.gov/>. In addition, the Operation Intern [webpage](#) will also direct you to the portal. Under “Enrolled Employers”, click on “Submit Student Application Enrollment”

Step 1: Sign in with the login that was assigned at the time of application.

Step 2: Click on the teal/blue drop-down box. Select Add Intern.

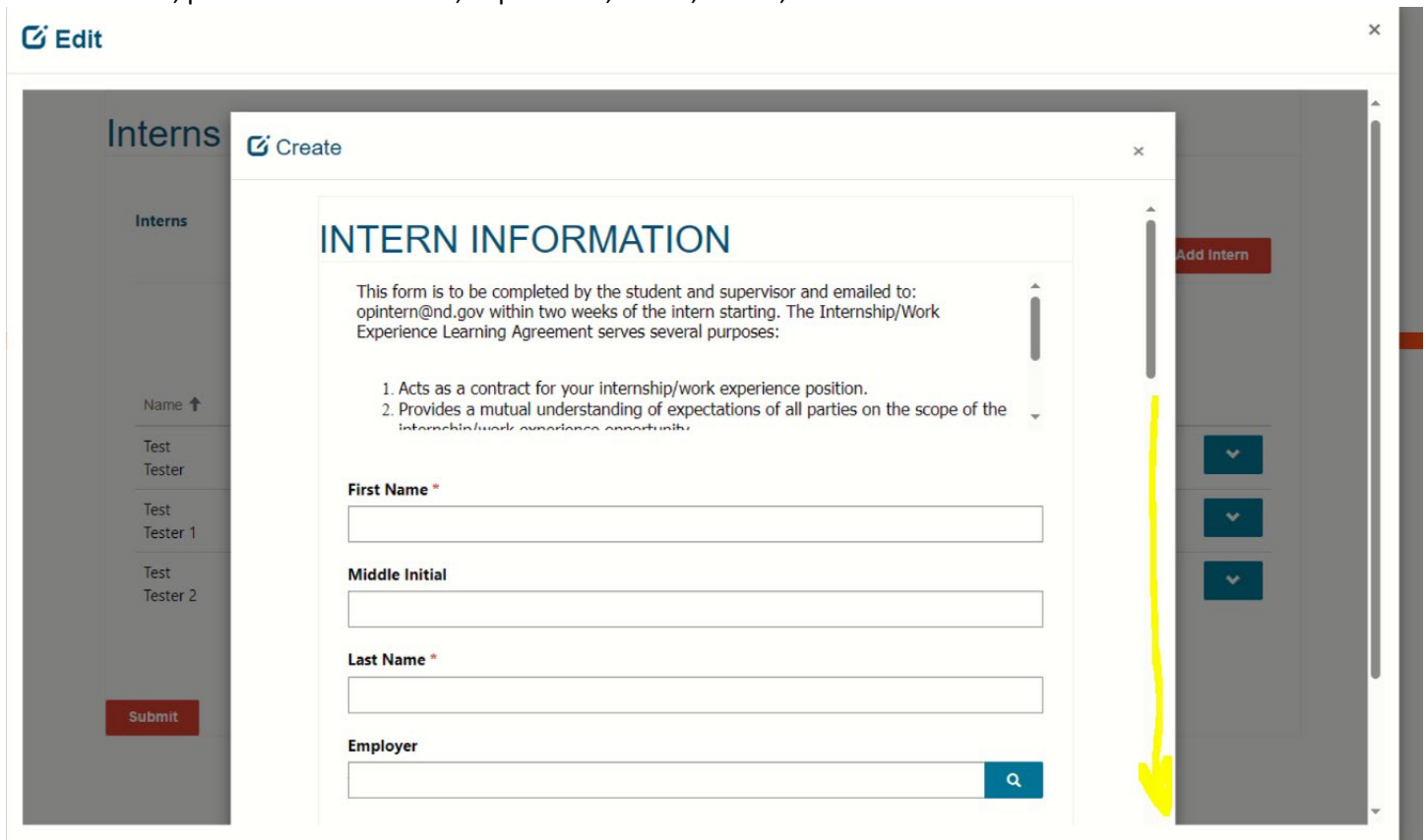


LOA Number	Biennium	Funding Year	Contract Status	Name of Contract	Primary Contact	Contract Total	Total Contract Expenditures	Remaining Contract Balance
			Pending	Test Company	Brett Miller		\$100.00	

Buttons: Create, Edit, Add Intern

Step 3: Fill in all information related to the intern. The NDUS Student Identification Number must be entered. If they are an apprentice, please enter the RAP ID. If the intern is a high school junior or senior, please enter N/A. If they have graduated high school and will be a freshman in college this fall, and do not have an NDUS ID assigned yet, this can be added later. If the intern took dual credit while in high school they will have an NDUS ID. **There is more information to enter as you scroll down the webpage.**

- For the “Year”, please enter Freshman, Sophomore, Junior, Senior, etc....



INTERN INFORMATION

This form is to be completed by the student and supervisor and emailed to: opintern@nd.gov within two weeks of the intern starting. The Internship/Work Experience Learning Agreement serves several purposes:

1. Acts as a contract for your internship/work experience position.
2. Provides a mutual understanding of expectations of all parties on the scope of the internship/work experience opportunity.

First Name *

Middle Initial

Last Name *

Employer

Step 4: Scroll to the bottom of this page. Click on “I certify....” Sign, date and “Submit”. You must click submit to save the information entered.

If the student is attending an out of state school, please email Kerri Kraft, PRIOR to submitting this form to confirm eligibility for the program.

I certify as the supervisor that I will verify and maintain records that the student is enrolled in a North Dakota college or university, or is a high school junior or senior, or is enrolled in a registered apprenticeship program. The student is enrolled in the program of study related to the internship and in at least 6 credits during the internship, or the semester prior to the internship. I will also maintain documentation of wages paid and/or other compensation and provide to Commerce upon request.

Supervisor Signature

Date

Step 5: If you have more than one intern to enter, repeat steps 2-4.

Operation Intern staff will then receive an email that you have completed this. Interns will be reviewed and approved for participation. Once this is done, you can submit for reimbursement at a later date or whenever applicable during the program year. The reimbursement section of the portal is in the testing stage. I will send out an email when this is ready.