

Advanced Bodywork Massage & Education Internship Application

(Unpaid Professional Development Program)

Applicant Information

Full Name:

Address:

Phone Number:

Email:

State Massage License #:

Expiration Date:

Liability Insurance: Attached Pending

Focus Area (select one):

- Business Operations of a Medical Massage Clinic
- Medical/Orthopedic Massage Techniques
- Both

Internship Questions: *May use another sheet of paper or back of form.*

1. Why do you want to do an internship with Advanced Bodywork Massage & Education (ABW)?
2. My goal is to...
3. Learning objectives and desired outcomes:
4. What do you hope to learn from us? (business, client assessment, techniques, etc.)
5. Preferred time frame (daily/weekly schedule) & available dates:
6. On a scale of 1-10, how committed are you to attending this internship?

Advanced Bodywork Massage & Education Internship Agreement

Important: This is an unpaid internship for professional development purposes.

Purpose of the Agreement:

The purpose of this Agreement is to establish the terms, expectations, and mutual commitments between Advanced Bodywork Massage & Education (“ABW”) and the Intern to provide a structured, hands-on learning experience within a professional medical massage clinic environment. This internship is designed to offer the Intern the opportunity to expand their skills in orthopedic/medical massage techniques, observe and participate in client care, and gain insight into the operational, administrative, and business aspects of running a medical massage practice. The goal of the internship is to enhance the Intern’s professional knowledge, clinical skill set, and business acumen, while supporting ABW’s commitment to high-quality client care and industry education.

Responsibilities of Intern:

- Have completed the Orthopedic/Medical Massage program as required for the internship.
- Commit to one hour (per internship) of shadowing.
- Maintain liability insurance and provide proof before internship start.
- Provide proof of valid State Massage Therapist license.
- Cover travel, lodging, and related expenses.
- Communicate honestly, be open to feedback, and engage fully.

Responsibilities of ABW:

- Tailor the internship to the Intern’s learning objectives.
- Provide a certificate of completion for internship hours completed.

Payment & Cancellation Policy

- 1/2 Day (approx. 4 hours) – \$500. Full day pricing available upon request.
- Payment due at least 1 week before scheduled internship date(s).
- Cancellations less than 1 week prior receive credit for future ABW classes.
- Cancellations more than 1 week prior may receive a full refund or credit.
- Cancellation credits apply to ABW classes **only**, not LMT Success Group classes.
- Withdrawal after completing 70% or more of program requires full payment.

Confidentiality

All information shared during the internship is confidential and may not be disclosed without written consent, except as required by law. The Intern agrees to maintain confidentiality regarding all client information, business operations, and proprietary materials observed or learned during the internship.

Termination

Either party may terminate this Agreement with written notice. ABW reserves the right to dismiss the Intern at any time for non-compliance with program requirements, policies, or professional standards. Upon termination, all ABW materials must be returned, and no further access to the internship program will be granted.

Intern Signature: _____ Date: _____

Name (Print): _____

ABW Representative Signature: _____ Date: _____

Name (Print): _____