Administrator Responsibilities

The Administrator, as identified in the FPCC MOU agreement, will act as the administrator of the grant. The Administrator should be either the Apprentice or the Mentor. The Administrator will:

1. be responsible for all reporting for the Mentor Apprentice program.
2. demonstrate financial accountability at all times and work within the budget identified in the FPCC MOU agreement.
3. make payments to the Panel Evaluation members as outlined per the budget.
4. organize panel evaluation meetings each period. Each 100 hours an evaluation team must evaluate the apprentice learning.
5. return any unused funds to FPCC at the end of the project year.
6. contact FPCC Language Coordinator for support as required.

Note: If the MAP team would like to have a third person act as the administrator on their behalf, please contact the FPCC Language Programs staff for approval.

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