

PHE Canada Review and Endorsement Intake Form Questions

1. **Organization Name**
2. **Contact Name**
3. **Contact Email Address**
4. **What is the name or title of your resource(s)?**
5. **Brief Description of the resource(s) including the scope of your resources and intended audience and usage.**
6. **Provide the following information about the resource(s):**
 - a. **Number of resources**
 - b. **Grade ranges for all resources**
 - c. **Subject area(s) for all resources**
 - d. **Resource length (e.g., amount of pages, word count, length and/or number of videos)**
 - e. **File format(s) (choose all that apply)**
 - PPT
 - PDF
 - Word
 - Web-based
 - Videos (mp4, vimeo, etc.)
7. **Are these resources free or paid?**
 - Paid
 - Free



8. Would you like additional support with content development and/or resource layout from PHE Canada?

Yes

No

9. Do the resources have accompanying visuals/diagrams? If so, are they included in the resources you will be sending?

Yes

No

10. Are the resources in both English and French or English only?

EN Only

FR Only

EN and FR

11. What is your desired timeframe of when you would like to have the resources reviewed by PHE Canada? (select one)

As soon as possible (minimum of 30 days after resources received by PHE Canada)

Within 60 days

Within 90 days

120 days or more

Note: endorsement timeline after review is dependent on review report and required changes.

12. Are the resource files ready to be received by PHE Canada or still in development?

Ready to go

In development but almost ready to go

Being developed and will be ready in the next 30-60 days

For ease of reviewing, we require the following formatting for all resources. Please confirm that the resources have the following (mandatory check boxes):

Page/section titles/headers

Page numbers

Font size of 10 or greater

References/sources (if applicable)

Table of contents (if applicable)

*Thanks for completing this form. Please e-mail the form to info@phecanada.ca.
Our team will be in touch shortly with next steps.*

