



CQE

## CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT

A CQE is a certificate which aids in removing barriers to employment or licensing in the State of Ohio for individuals who are subject to a civil impact (prior criminal conviction), granted from the Common Pleas Court.



### Who is Eligible to Apply?\*

- MUST BE CONVICTED IN OHIO
- MUST BE AN OHIO RESIDENT
- RELIEF FROM FELONY CONVICTION:  
PETITION MAY BE FILED ONE YEAR AFTER  
RELEASE AND ALL PERIODS OF SUPERVISION
- RELIEF FROM MISDEMEANOR CONVICTION:  
PETITION MAY BE FILED SIX MONTHS AFTER  
RELEASE AND ALL PERIODS OF SUPERVISION
  - If **not** incarcerated, petition may be filed **six months** from the date of final release from all court sanctions imposed.
  - If incarcerated, at any time **after six months** of release of the individual from incarceration and all periods of supervision imposed after release from the period of incarceration.

\*There are exceptions to the waiting period based on academic and vocational achievement during incarceration.

### How to Apply

#### REGISTER ONLINE



Complete the online registration process at [www.drccqe.com](http://www.drccqe.com) and create an account. Save username and password.

#### APPLY & SUBMIT APPLICATION



Under "View Petition Now", use the "Apply Now" button to fill out all elements of the application. You may submit online when finished for the Department of Rehabilitation and Correction (DRC) to review.

#### MONITOR YOUR INBOX



Routinely check your email for updates regarding your application. This process takes an average of 3-6 months.

#### FILE IN COURT (IF APPROVED)



Print the completed, approved application and file with the Clerk of Courts in your residing county. There is a \$50 filing fee or you may inquire with the court for a filing fee waiver. The final step prior to approval is an investigation.

