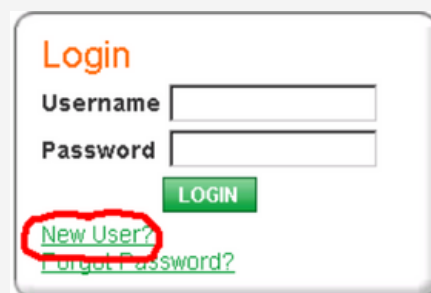


Certificate of Qualification for Employment

Steps to complete your on-line petition



Create an online account at:
<http://drccqe.com>



You created your account.
You are a new user . . . go back
and log in.

Answer the questions:



1. The offense that resulted in the collateral sanction is a felony, I have been released from all sanctions, including incarceration in a state prison, imposed for that offense.

☐ Yes it has been more than a year

☐ No, it has been less than a year

☐ My offense was not a felony

2. The offense that resulted in the collateral sanction is a misdemeanor, I have been released from all sanctions, including incarceration in a state prison, imposed for that offense.

☐ Yes it has been more than six months

☐ No, it has been less than six months

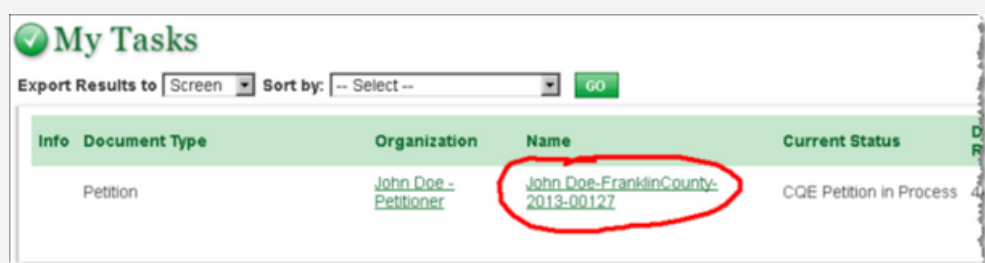
☐ My offense was not a misdemeanor



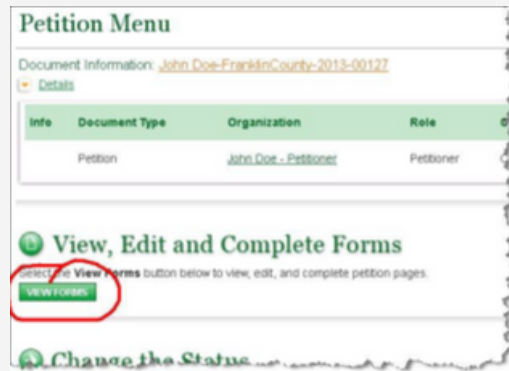
Click on 'my tasks':



Click on your name:



Click on 'view forms':



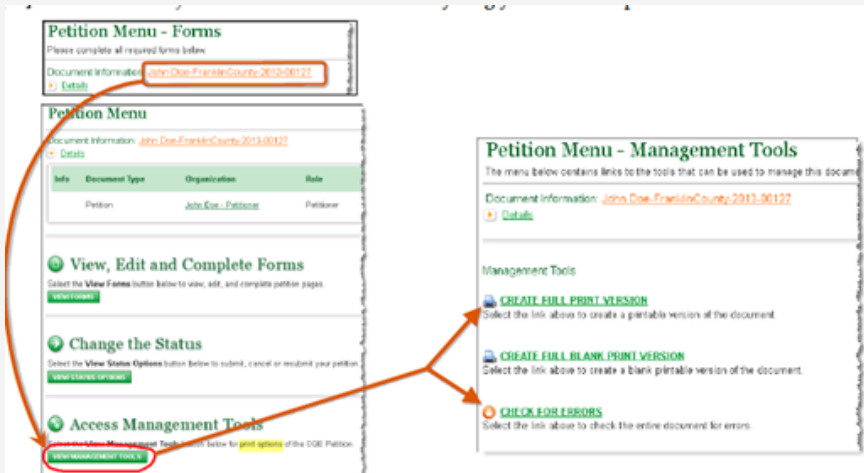
Fill out the *certification request*
section - it's all about YOU

**** SAVE YOUR WORK AFTER EACH ENTRY! ****

- Personal and Contact Information (name, email, birthday etc.)
- Certification Request and Criminal History (Is a licensing board a barrier to employment, criminal history?)
- Certification Rationale (MOST IMPORTANT) How a CQE will help you, any barriers you have had obtaining employment, if you have a specific job opportunity and your conviction is keeping you from obtaining employment. Explain your WHY...
- Employment History
- References
- Family Members

Once each section is complete and saved:

- Review your work
- Check for errors
- Ensure all your answers are true and factual
- Save if you made any changes



Is everything correct?

If so, time to submit

Petition Menu
Document Information: [John Doe-FranklinCounty-2013-00127](#)
[Details](#)

Info	Document Type	Organization	Role
	Petition	John Doe - Petitioner	Petitioner

View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete petition pages.
[VIEW FORMS](#)

Change the Status
Select the **View Status Options** button below to submit, cancel or reset the petition.
[VIEW STATUS OPTIONS](#)

Access Management Tools
Select the **View Management Tools** button below for print options of the CQE Petition.
[VIEW MANAGEMENT TOOLS](#)

Petition Menu - Status Options
Select a button below to execute the appropriate status push.
Document Information: [John Doe-FranklinCounty-2013-00127](#)
[Details](#)

Possible Statuses
PETITION CANCELLED
[CLICK HERE TO CANCEL THE PETITION](#)

PETITION SUBMITTED
[CLICK HERE TO SUBMIT](#)

WHAT HAPPENS NEXT?

Once you submit your petition, the Ohio Department of Rehabilitation and Correction, Office of Reentry will review your submission.



ODRC REVIEWS YOUR PETITION AND ...

- No Errors
 - You will receive an email. Print your petition, take it to court for filing and pay the filing fee.
 - You will be notified by the court of a date to hear the petition. At the hearing, you will find out if the CQE has been granted or denied.

- Errors found
 - You will receive an email that revisions are needed. Log in with your user name to correct the errors. Do not make a new account.
 - Resubmit to ODRC for review.

ODRC REVIEWS YOUR PETITION AND ...

- Finds you are not eligible
 - You will receive an email, indicating you are not eligible.
 - Review timelines and/or expectations and reapply when applicable.



Key things to remember:

- Make sure your information is complete and accurate.
- Save after every entry.
- Review for errors.
- If you need to log back in again - use your user name. Do not create a new petition.
- Attach any supporting documentation you want the court to consider.
- File your petition in court once you receive your email from ODRC. Pay filing fees, if applicable, or fill out a waiver.
- Attend your court date.
- Ask questions while in court, ODRC will not answer legal questions.