Department of Rehabilitation & Correction



CQE

CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT

A CQE is a certificate granted by the Court of Common Pleas to a person with a criminal conviction to help remove barriers to finding a job.

Rev. 9/1/26

Who is Eligible to Apply?*

- MUST BE CONVICTED IN OHIO
- **RELIEF FROM A FELONY CONVICTION: Petition may be filed after the expiration of one year from the date of release from incarceration.****
  - If **not** incarcerated, you must still wait **one year** from your supervision termination date to apply.
- **RELIEF FROM A 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, vocational and recovery achievement during incarceration.*
***Prior to HB268 becoming effective (9/23/26), the waiting period for a felony conviction was one year after the date of release from incarceration and all periods of supervision imposed after release from incarceration expire.*

How to Apply

REGISTER ONLINE

Complete the online registration process at **https://ohreentry.intelligrants.com** and click *Petitioner only - Register Here!* to create your account.

APPLY & SUBMIT APPLICATION

After successfully logging in, you will see your dashboard. Open *My Opportunities*, click *Petition* and *Agree* to begin the petition process. When finished, click *Submit Petition* for the Department of Rehabilitation and Correction (DRC) to review.

MONITOR YOUR INBOX

Routinely check your email for updates regarding your application. This process can take 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.

QUESTIONS? DRC.OfficeofReentry@drc.ohio.gov