



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.

Who is Eligible to Apply?*

- **MUST BE CONVICTED IN OHIO**
- **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.

How to Apply

REGISTER ONLINE



Complete the online registration process at 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.

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

