

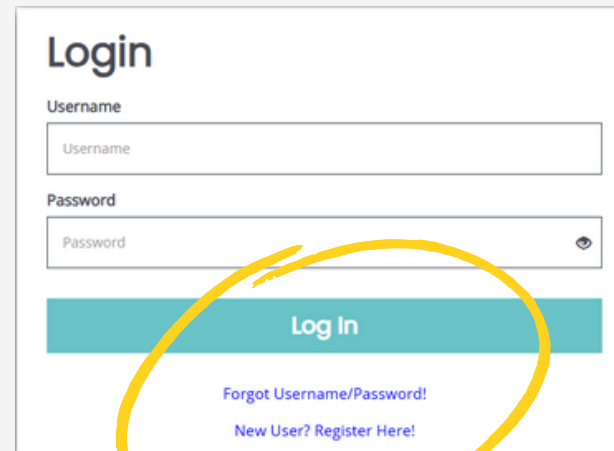
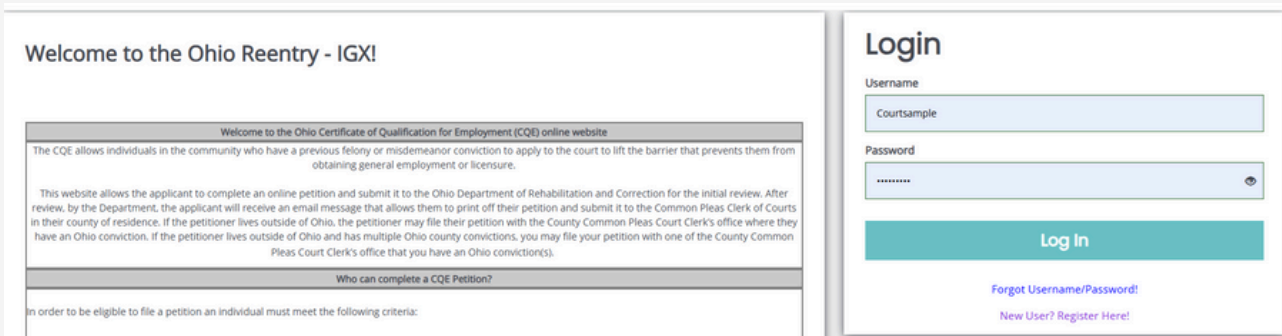
Certificate of Qualification for Employment

Steps to complete your on-line petition



Updated 10/2025

Go to: ohreentry.intelligrants.com

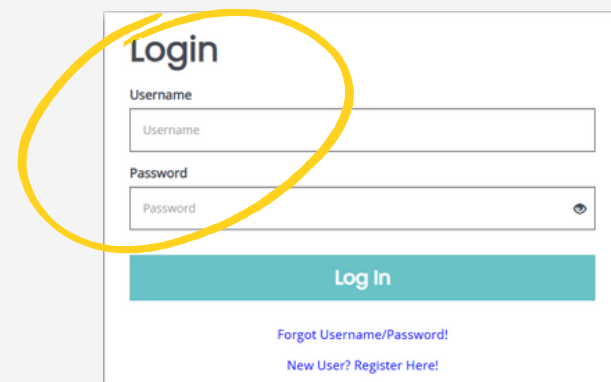


Complete the online registration process by clicking ...
New User? Register Here!

Once the new user registration form is complete, click ... **Save**



Next, sign in to complete your CQE petition using your user name and password



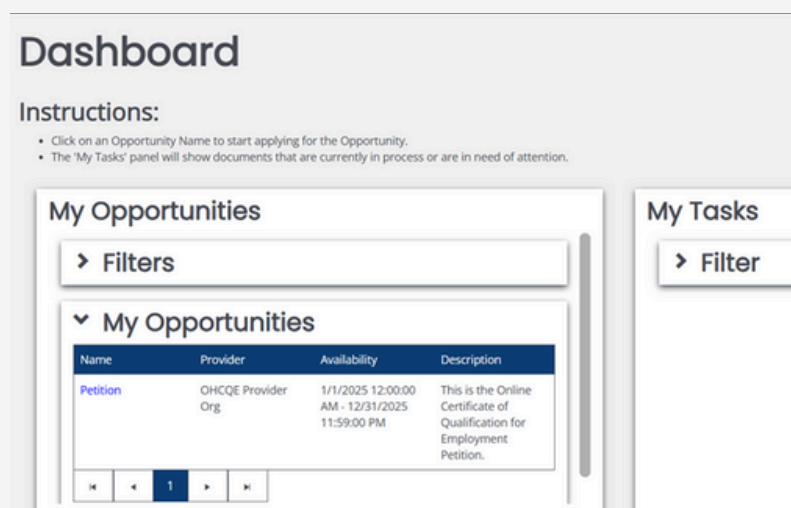
If you forgot your password:

- Click ... **Forgot Username/Password**
- Contact the CQE Help Desk: **1-800-820-1890**
- Email: **helpdesk@agatesoftware.com**



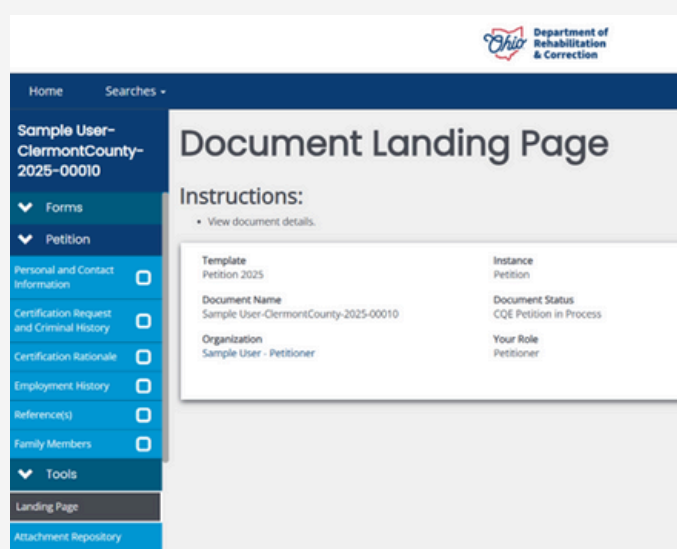
Do NOT create a new account!

After successfully logging in, you will see your dashboard and open ... **My Opportunities** and click ... **Petition**.



A petition agreement will pop up, select ... **'Agree'** to begin the petition process.

You made it to the CQE **Document Landing Page** and are ready to begin your petition!

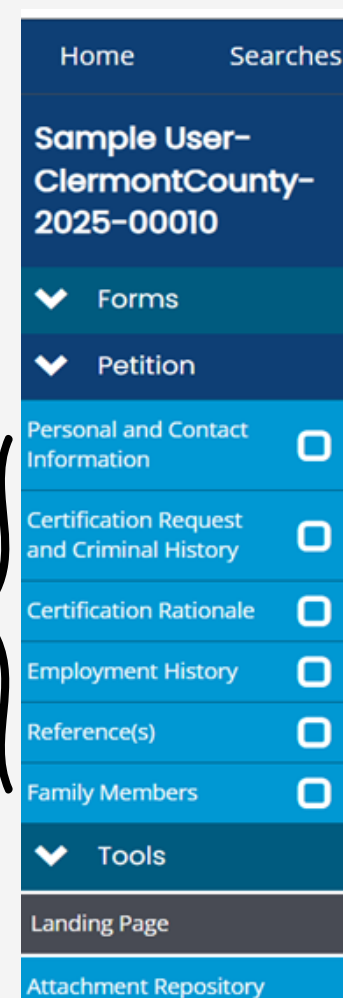


On the left side task bar you will see six categories under **'Petition'**.

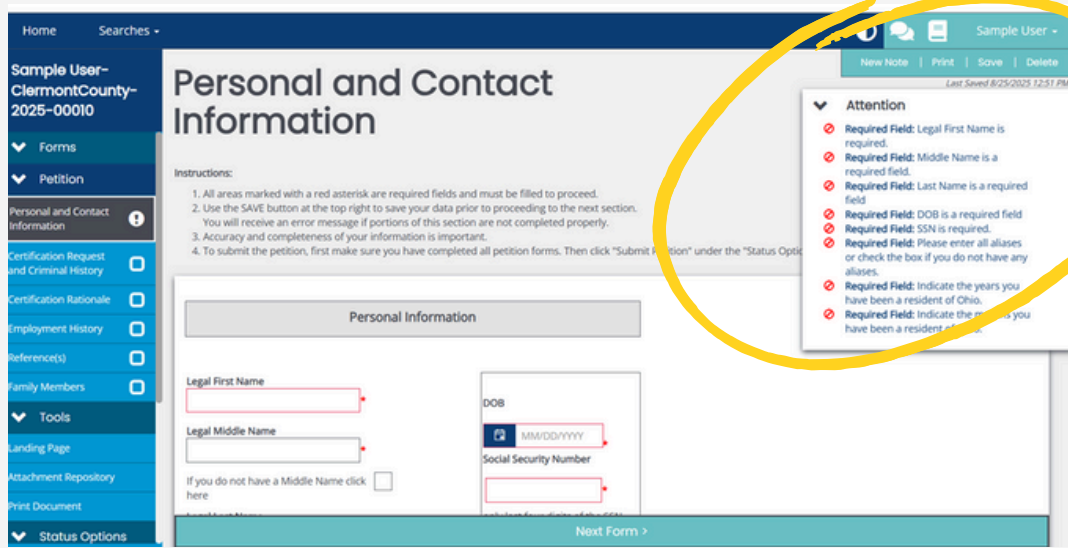
Click each tab and fill in all the required information for each section.

When you complete each section, you will use the **NEXT FORM** button at the bottom of your screen to save your information and take you to the following section.

Note: If you are not able to complete a section and need to sign out. Make sure you hit **SAVE**. If not, that section will be lost.



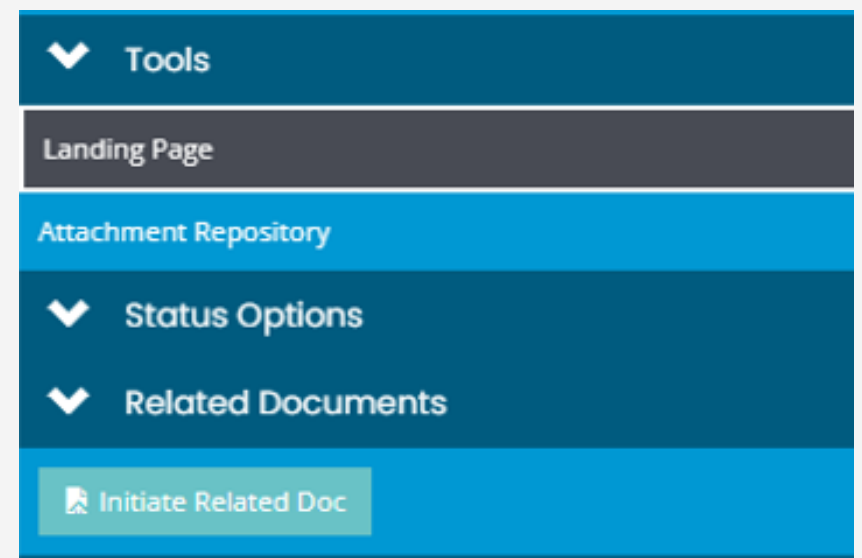
- **Personal and Contact Information** (name, email, birthday etc.)
- **Certification Request and Criminal History** (Is a licensing board a barrier to employment, criminal history?)
- **Certification Rationale (MOST IMPORTANT)** How a CQE will help you, any barriers you have had obtaining employment,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



If you receive a pop-up box on the right-hand side displaying **ATTENTION** that means you have missed a field on the previous screen and you need to return to previous form to complete.

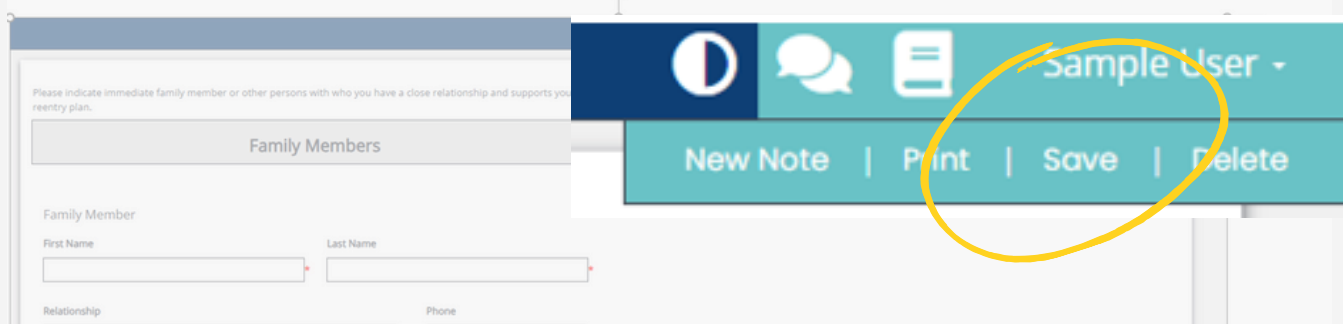
If you are gathering information to put into the petition and will be returning to complete a section later, be advised your petition **HAS NOT** been submitted.

Use the 'Attachment Repository' to submit any documentation.



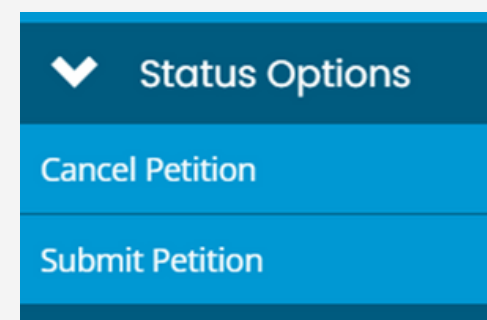
Once your petition is complete and ready for submission click ... 'Save' on the top right option panel

** Note: Family Members is the last section **



**** YOU'RE READY TO SUBMIT YOUR CQE PETITION! ****

On the bottom left navigation panel under *Status Options* click ... *Submit Petition*



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 (if applicable).
- 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.

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.
- 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, if applicable.
- Ask questions while in court, ODRC will not answer legal questions.

