



## Certificates of Qualification for Employment "CQE"

### ? What is a CQE?

- CQEs provide relief from mandatory restrictions that prohibited persons with criminal records face when seeking employment licensure in certain fields. CQEs also provide immunity to employers from negligent-hiring lawsuits.
- A CQE is NOT expungement, but it is an additional or alternative option to overcoming legal job barriers. It gives employers the opportunity to evaluate each individual in terms of their ability to do the job, rather than their criminal record.



### How to apply on your own?

- ◆ Identify the jobs in which you have been trained or to which you might be interesting in applying.
- ◆ Gather ALL of your criminal records: Use <http://CIVICCohio.org> to pinpoint the laws that are creating barriers.
- ◆ Apply for a CQE online at the Ohio Department of Rehabilitation and Corrections (ODRC): <https://drccqe.com>
- ◆ **If approved:** then you can print it off and file it in Common Pleas Clerk of Courts' office for the county in which you live. Franklin County Residents: the Clerk's office is located at 345 S. High Street, and the fee is \$35.00. It cannot be waived.
- ◆ **If denied:** ODRC will offer direction as to what additional information is needed to satisfy the application process or discuss why you are not eligible.



### When can you apply?

- For **Misdemeanors**: six months after final discharge\*
- For **Felonies**: one year after final discharge\*
- "**Final Discharge**" means after you have completed any sentence, including probation, or community control and have paid all outstanding fines.

### You Must Establish that Granting the Petition:

1. Is required to help you in obtaining employment or an occupational license;
2. Is needed in order for you to live a law-abiding life; and
3. Will not pose an unreasonable threat to public or individual safety.



## The Court cannot issue a certificate for:

- Registration and other requirements for sex offenders.
- License suspension, cancellation or revocation which occurred due to 12+ points, vehicular homicide or vehicular manslaughter, DUI or failure to consent to blood, breath or urine test, if relief is available by law to grant limited driving privileges.
- Restrictions on employment as a prosecutor or law enforcement officer.
- A health care professional license if convicted of, or eligible for intervention in lieu of conviction, for aggravated murder, murder, voluntary manslaughter, felonious assault, kidnapping, rape, sexual battery, gross sexual imposition, aggravated arson, aggravated robbery, aggravated burglary, or unlawful distribution of an abortion inducing drug.
- Immediate suspension of health care professional license for addiction or improperly distributing a controlled substance.
- Denial of employment at a pain clinic (which is a category III distributor of dangerous drugs).
- Suspension of license of health care professional for failure to pay child support.



## If you are granted a CQE...

If the court decides in your favor, it will direct the ODRC to give you a CQE which you can print off at <https://drccqe.com>

Any potential employers can verify the CQE at <http://www.drc.ohio.gov/web/cqe.htm>

Note: The CQE will be revoked if you are convicted of a felony.

### NEED HELP?

**Our next clinic is on Tuesday, December 13th, 5:15 PM, and you can participate by phone!**

**To register, contact Legal Aid Intake.**

## How to Contact Legal Aid

**SOUTHEASTERN OHIO RESIDENTS, Call 1-800-589-5888**

Request Services Online at [www.columbuslegalaids.org](http://www.columbuslegalaids.org)

### FRANKLIN & MADISON

Call (614) 241-2001 or Toll Free 1-888-246-4420

1108 City Park Avenue, Columbus, OH 43206

Office Hours: 8:30am-5:00pm Monday-Friday

### DELAWARE, MARION, MORROW, & UNION

Call (740) 383-2161 or Toll Free 1-888-301-2411

150 Oak Street, Marion, OH 43302

Office Hours: 9:00am-5:00pm Monday-Friday

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