



# Certificates of Qualification for Employment

## “CQE”

### What is a CQE?

- CQEs provide relief from barriers that persons with criminal records face when seeking employment or 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 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.
- Read more about CQEs at [www.drc.ohio.gov/cqe](http://www.drc.ohio.gov/cqe)

### How do I apply?

- Identify the jobs in which you have been trained or to which you might be interested in applying.
- Gather ALL of your Ohio criminal records.
- To find out where and how to file, contact your local legal aid office to have an attorney assist you with the legal process.

### When can I apply?

- For **Misdemeanors**: six months after release from incarceration and final discharge\*
- For **Felonies**: one year after incarceration and final discharge\*
- If you have not been incarcerated, you can apply 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.

## **CQEs do not apply in certain circumstances:**

- Sex offense requirements.
- License suspension, cancellation, or revocation which occurred due to 12+ points, vehicular homicide or vehicular manslaughter, OVI 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 (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:**

- The court 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>

### **NEED HELP?**

**Get in touch with your local legal aid office by visiting:**

**[www.ohiolegalhelp.org](http://www.ohiolegalhelp.org)**

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

### **Ohio Poverty Law Center**

The Ohio Poverty Law Center's mission is to reduce poverty and increase justice by protecting and expanding the legal rights of all Ohioans living, working, and raising their families in poverty.

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