

CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT (CQE)

WHAT IS A CQE?



- ◉ The Certificate of Qualification for Employment (CQE) was created by Senate Bill 337 in 2012.
- ◉ A CQE may remove certain barriers (collateral sanctions) for people who have committed felonies or misdemeanors and are trying to get a job or an occupational license.
- ◉ **A CQE does not guarantee a license or a job, but may help make the process easier.**



WHO QUALIFIES?

- You must need a CQE to assist you with obtaining employment or an occupational license (nursing license, electrician license, etc.)
- You must have a substantial need for a CQE in order to live a law abiding life.
- Granting you a CQE must not pose an unreasonable risk to the safety of the public or any individual.



WHO QUALIFIES?

- You must have been convicted of or pled guilty to a misdemeanor or felony in Ohio.
 - If your offense was a felony, it must be at least a year since you finished all of the terms of your sentence (probation, court costs, fines, restitution, etc.)
 - If your offense was a misdemeanor, it must be at least six months since you finished all of the terms of your sentence.

COLLATERAL SANCTIONS

- ◉ Your conviction must be creating a barrier (collateral sanction) to getting employment or an occupational license.
- ◉ A collateral sanction is any penalty or disadvantage that is related to employment or occupational licensing that resulted from a conviction or a plea of guilty.
- ◉ You can search for collateral sanctions in Ohio at <http://opd.ohio.gov/civicc>



WHY DO EMPLOYERS CARE?

- ◉ If you have a CQE, and an employer knows that when they hire you, they can not be sued for negligent hiring.
- ◉ An employer will know that it has been at least six months or a year since you finished a sentence, and you haven't committed any offenses since.



HOW DO I APPLY?

- Step 1: You must have an email address.
 - For free access to computers and internet, visit any Akron public library branch, or The Job Center at 1040 E. Tallmadge Ave.
 - If you don't have an email address, you can visit <http://www.drccqe.com> for links to email providers.
- Step 2: You must create an account at <http://www.drccqe.com>



HOW DO I APPLY?

- Step 3: Come to a University of Akron CQE Clinic.
 - We will help the first 50 people determine if they qualify to apply for a CQE.
 - If you qualify to apply, we will help you complete your application.

For information about upcoming free CQE Clinics, visit:

<http://www.uakron.edu/law/clinical/cqe-clinic.dot>



HOW DO I APPLY?

- ◉ Step 4: After you complete the application
 - Check your email regularly.
 - You will receive an email from ODRC telling you if your application is complete.
 - If your application is incomplete, follow the instructions in the email to provide additional information.
 - If your application is complete, begin step 5.



HOW DO I APPLY?

- ◉ Step 5: Print your application
 - Log into drccqe.com
 - Follow instructions you received at the clinic to print your application





HOW DO I APPLY?

- ◉ Step 6: File your application with the Court
 - You must file with the Common Pleas Clerk of Courts in the county that you live in.
 - The Summit County Clerk is located at **205 S. High St., Akron.**
 - The Clerk's office is open Monday-Friday, 7:30 AM-4:00 PM



HOW DO I APPLY?

- ◉ When you go to the Clerk, you must take with you:
 - A printed copy of the application
 - Proof that you live in Summit County (A valid driver's license or ID card, or a current utility bill).
 - A form of payment for the \$250 filing fee.

WHAT HAPPENS NEXT?

- ◉ The Court will make a decision whether to grant or deny your application.
- ◉ The Court will notify ODRC of their decision and you will be notified of the Court's decision by email from the ODRC.
- ◉ If you receive a CQE, ODRC will follow-up with you to see how you're doing.
- ◉ If you are convicted of or plead guilty to another offense, you will lose your CQE.

WHAT TO BRING TO THE CLINIC

- ◉ The login information for your email account.
- ◉ Your social security number
- ◉ The licensing board you're applying to, if you are trying to get an occupational license.



WHAT TO BRING TO THE CLINIC

- ◉ Information about every criminal offense that you have been convicted of or pled guilty to.
 - The year of your conviction or plea.
 - The name of the offense.
 - The type of offense (felony or misdemeanor).
 - The county you were convicted or pled guilty in.



WHAT TO BRING TO THE CLINIC

- ◉ Information about each of your employers from the past five years
 - Employer's name
 - Employer's address
 - Employer's phone number
 - The dates that you worked there.



WHAT TO BRING TO THE CLINIC

- Contact information for at least three references (not family members).
 - First and last name
 - Address
 - Phone number



WHAT TO BRING TO THE CLINIC

- Contact information for at least three references (family members or people you are close to).
 - First and last name
 - Address
 - Phone number



WHAT TO BRING TO THE CLINIC

- Any documents related to the job or license you are trying to get that include proof that you are unable to get the job or license because of your offense.



QUESTIONS ON THE APPLICATION

- Why should the Ohio Department of Rehabilitation and Corrections grant you a CQE?
- How will a CQE help you get a job or occupational license?



QUESTIONS ON THE APPLICATION

- Why do you have a substantial need for a CQE in order to live a law abiding life?

- Why will granting you a CQE not pose an unreasonable risk to the safety of the public or any individual?

