



Certificate of Qualification of Employment Petition

www.drccqe.com

The Online CQE Petition Process

1. Go to the CQE website at www.drccqe.com and complete the online registration process by clicking the NEW USER? link on the login page. Once you have completed the registration form, sign into the CQE Petition site using the Login name and password created during registration. If you have forgotten your login and/or password and need assistance, please contact the CQE Help desk at 1-800-820-1890 or email at helpdesk@agatesoftware.com.
2. After successfully logging into the system you will see a Welcome page. On this welcome page you will see three links – View Petition Forms, My Inbox, and My Tasks.
 - a. Click the “View Petition Form” link.
 - b. Then Click the “apply now” button. You must agree to the release of information statement.
 - c. You are now in the Petition Menu. You will see three buttons, “View, Edit and Complete Forms,” “Change the Status” and “Access Management Tools”. Click the blue “View Forms” button.
 - d. The following six page links of the Petition should now be visible:
 1. Personal Contact Information
 2. Certification Request and Criminal History
 3. Certification Rational
 4. Employment History
 5. References
 6. Family Members
 - e. Click on each of the six links and complete each form. You must save each section for your responses to be recorded before proceeding to the next form. You may save and change your responses at any time up until you officially submit the petition.
 - f. Once you have completed all six of the pages to the CQE Petition, click the link “Petition Menu” next to the words “You are here:” this will take you back to the Petition Menu page.
 - g. Choose the “Change the Status” button. There are two choices: “Submit the Petition”, and “Cancel the Petition.” Select the “Submit the Petition” button to complete the process and officially submit your petition to the Department of Rehabilitation and Correction (DRC) for review.



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7. If the Court approved your petition you will receive notice of the approval by email. Attached to the email will be an electronic copy of the CQE certificate. The CQE certificate will also be placed in your CQE account for you to print at any time. It will be located on the Petition Menu page.
8. If the Court denied your petition, you will receive notice and any further instructions from the Court.

How to Print your CQE Petition

1. Log into www.drccqe.com
2. Go to the top of the screen and click on the "My Petitions" link.
3. You are now on the "search petitions" page. You do not need to enter any information, simply click the "SEARCH" button.
4. You will now see your petition link (YOUR NAME-COUNTY-2013-0001). Click the link.
5. Proceed to the "Access Management Tools" section, located at the bottom of the page and click on the "View Management Tools" button.
6. Two print options will appear, "Create Full Print Version" and "Create Full Blank Print Version." Click on "Create Full Print Version" link.
7. A window will open which will allow you to save or print the petition document.