



# THE SUPREME COURT of OHIO JUDICIAL COLLEGE

## WEBINAR: CERTIFICATES OF QUALIFICATION FOR EMPLOYMENT

*for Judges, Magistrates & Court Personnel in Municipal Courts*

### Course Date & Time

Thursday, February 28, 2013  
Noon to 1:00 p.m.

### Registration

Register online by Tuesday, February 26 at Judicial eCademy. See directions on next page.

### Who Should Attend

This course is designed for judges, magistrates and court personnel in municipal courts. Common pleas general division judges, magistrates and court personnel are also welcome to attend (see *Special Note* below).

### Location

Access this course from any computer connected to the Internet using our web conferencing system.

Once registration is complete, you will receive an email confirmation with instructions for connecting to the course.

### Tuition Free

Materials are provided.

### No Credit Hours

### Cancellation

If you cannot attend, please notify us by Wednesday, February 27.

**Course Description.** Although ORC §2953.25 became effective September 28, 2012, it required the Department of Rehabilitation and Corrections to develop administrative rules to implement the legislation. Those rules will become effective on February 18, 2013. You may recall that this statute allows those who pled guilty to or were convicted of a felony/misdemeanor to apply for a Certificate of Qualification for Employment, which lifts the automatic bar of collateral sanctions to allow for more licensure and employment opportunities. Application is made to the Common Pleas General Division court in their county of residence, not where the original offense(s) took place.

The role of municipal courts in this process is limited. Once a petition is filed, that common pleas court must contact all other courts (including municipal) where a petitioner plead guilty to or was convicted of a felony/misdemeanor. The other courts will be provided with a response form seeking information regarding the petition. Courts should return this form, even if no additional information is offered.

At the completion of this webinar, participants will be able to:

- Describe the CQE in general terms, including its potential benefits;
- Describe the process a petition should utilize to obtain a CQE;
- Locate electronic resources related to CQEs, and
- Describe the limited role municipal courts play in the CQE process.

### *Special Note*

A webinar discussing CQE specifics for Common Pleas General Division courts will be held for common pleas general division court judges, magistrates and court personnel on Wednesday, February 27, 2013 at noon. See separate flyer.

Municipal court judicial officers and court personnel are welcome to attend the February 27 webinar as well, but the essential information about the CQE process for municipal courts will be provided in the February 28 webinar.

### Faculty.

**Michele Worobiec**

Judicial Services Coordinator  
Ohio Judicial Conference



To view the Judicial College homepage for course calendars and additional information, please visit [www.supremecourt.ohio.gov/boards/judcollege/](http://www.supremecourt.ohio.gov/boards/judcollege/).

QUESTIONS? Contact Judicial College staff at 614.387.9445 or [judicialedcademy@sc.ohio.gov](mailto:judicialedcademy@sc.ohio.gov)

**Technological Troubleshooting**  
John Pryba  
Distance Learning Coordinator

**Administrative Matters**  
Margaret R. Allen  
Education Program Manager

**Course Registration**  
Patti Reid  
Registrar



## LOGIN INFORMATION AND REGISTRATION INFORMATION

1. Click the following box  or go to [www.judicialedcademy.ohio.gov](http://www.judicialedcademy.ohio.gov)
2. Select “**Login or create an account**” at the upper right corner of the page.
3. To log in: *Please note that you will not be registered for a course until you complete steps 4 and 5.*

SCO HOME » ACCOUNT » SUPREME COURT OF OHIO LOGIN

**Login**

Username:   
(or Attorney Registration Number)

Password:   
\*Case sensitive

Remember me

[Forgot your username/password?](#)

### Judges, Magistrates, and Acting Judges:

Log in on the **left side** using your Ohio Attorney Registration Number (username) and Attorney Services password.  
*Do not use “New User? Register” box.*

### Frequently Asked Login Question

#### ❖ I do not know my password. How do I obtain my password?

Click the “[Forgot your username/password?](#)” link under the login box and follow the specific instructions under “I am an Ohio attorney.” An e-mail will be sent from “donotreply” to reset password.

4. Once you have logged in to Judicial eCademy, scroll down to the search results window.
5. Select the course you wish to attend and click “**Register online,**” then follow the steps to complete your registration. Be sure to click the “Complete Registration” button at the bottom right corner.
6. A course registration confirmation e-mail will be sent after you complete your course registration.

### **TO VIEW A COURSE BROCHURE**

1. Once you have logged in to Judicial eCademy, scroll down to the search results window.
2. Select the course you wish to view and click “**View course brochure.**”

For questions or login assistance, please contact the Judicial College at 614.387.9445.

Please do not reply to this email. To ensure delivery, please add [judicialedcademy@sc.ohio.gov](mailto:judicialedcademy@sc.ohio.gov) to your address book.

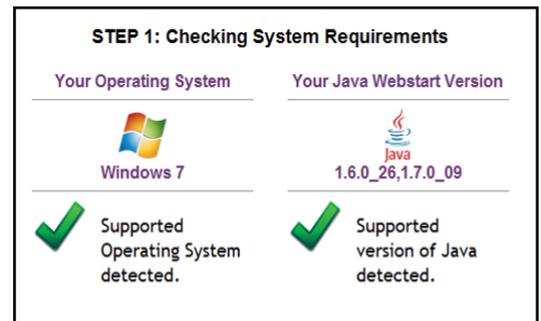
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### How to Access a Webinar

#### Before the Webinar

Before the webinar, please check to make sure your computer is capable of accessing Blackboard Collaborate, our web conferencing system.

- First, go to <http://go.scoh.gov/collaborate-setup>.
- Next, look for two green checkmarks.
  - One will tell you if your operating system (such as Windows 7) is supported. If your operating system is not supported, please try contacting your technical support provider or try using another computer.
  - The other will let you know if Java is installed or not. If Java needs to be updated, you may do so for free at <http://www.java.com/>.
- Finally, test out the Version 12 Configuration Room, available by going to <http://go.scoh.gov/version12>.



#### The Week of the Webinar

- We will email you a reminder on the Tuesday prior to the course that includes a link to the webinar.

#### The Day of the Webinar

- We will email another reminder in the morning which includes the link to the webinar.
- The room for the webinar will be open half an hour before the start time.
- A webcam and headset are not necessary. There will be a chat window where you may type in any questions or comments you have during the webinar.

QUESTIONS? Contact Judicial College staff at 614.387.9445 or [judicialeducation@sc.ohio.gov](mailto:judicialeducation@sc.ohio.gov)

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