

Training Participants:

Workshop on Wheels policy states that your \$5.00 payment must be received by the date of your training if you wish to receive your certificate. In addition, we require your MOPD ID number (MOPD=Missouri Professional Development ID) be provided prior to or on the night of your training. This number is necessary for you to receive credit for your clock hours. Your training “clock hours” are tracked through an online system on the **Missouri Workshop Calendar**; therefore we MUST be provided with your MOPD ID number upon registration, along with your payment, in order to give you credit. If you need to establish an MOPD ID number, please follow the steps below.

What Is an MOPD ID Number?

The MOPD ID was developed to facilitate individuals’ participation in Missouri’s Professional Development System. This 6-digit number is jointly managed by the OPEN Initiative and Child Care Aware® of Missouri. Professionals can use their MOPD ID when participating in activities such as using the Missouri Workshop Calendar and accessing training reports on the OPEN website.

How Can I Obtain My MOPD ID Number?

- Go to: <https://www.openinitiative.org/MOPDID.html> (This is the OPEN Initiative Toolbox)
- Click on “Request MOPD ID” and follow the prompts

What If I Have Forgotten My MOPD ID Number?

If you have an MOPD ID# but do not know it, you can go to the above web address and click on “Look Up MOPD ID” and follow the prompts.

How Do I Register For A Workshop?

There are four ways you may register for any of our workshops:

1. Complete the registration form - print and mail it with your check or money order to the following address:
Southeast Missouri State University
Workshop on Wheels
One University Plaza, MS 2350
Cape Girardeau, MO 63701
2. Call the office at: **573.986.6800** or **1.800.811.1127**
3. Reserve your seat via email: wow@semo.edu
4. Complete the registration form online and pay your registration fee on our secure website using a credit card. Go to: <https://app.semo.edu/sfs/pymt/wow/index.asp>

Please feel free to contact our office if you have any questions.

Workshop on Wheels

573.986.6800

1.800.811.1127

Fax: 573.986.6851

wow@semo.edu

Southeast Missouri State University

Serving Early Care and Education Professionals, Communities and Families of Southeast Missouri

Funding provided by:

Missouri Department of Elementary and Secondary Education
Family and Consumer Sciences and Human Services
Southeast Missouri State University



Workshop on Wheels

Contact Us:

573.986.6800

1.800.811.1127

Fax: 573.986.6851

An equal opportunity/affirmative action employer. Services provided on a non-discriminatory basis.

Registration Form

Information:

Name: _____ MOPD ID: _____

Cell Phone: _____ Home Phone: _____

Home Address: _____ City: _____ Zip: _____

Email Address: _____

Work Place Information:

Name of Child Care Facility: _____

Work Phone: _____

Work Address: _____ City: _____ Zip: _____

Work Email Address: _____

The Workshop(s) You Plan To Attend:

Date of training: _____ Title of training: _____

Date of training: _____ Title of training: _____

Date of training: _____ Title of training: _____

Mail registration form and fee to:

Workshop on Wheels
One University Plaza, MS 2350
Cape Girardeau, MO 63701