



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
OFFICE OF THE STATE FIRE MARSHAL  
STATE FIRE TRAINING**

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**Date:** October 13, 2023 (revised October 27, 2023)

**To:** Statewide Training and Education Advisory Committee  
State Board of Fire Services

**From:** Brandon Erickson, Staff Services Manager I

**SUBJECT/AGENDA ACTION ITEM:**  
Retirement of SFT ID Legacy Lookup

**Recommended Actions:**  
Motion to Approve - Consent

**Background Information:**

State Fire Training (SFT) has been maintaining a Legacy SFT ID Lookup website that allows students to look up their SFT ID number using their last name and the last four digits of their Social Security Number (SSN).

**Analysis/Summary of Issue:**

In 2019, SFT transitioned away from Scantron forms that utilized SSNs and instead implemented electronic course rosters that required students to use their SFT ID number. Nearly five years later, the Legacy SFT ID Lookup is no longer necessary now that SSNs are not being collected or maintained and multiple other methods to retrieve an SFT ID number have been implemented.

The SFT User Portal homepage provides a link to allow students the ability to retrieve their SFT ID number if a valid email address is on file. This retrieval process provides real-time instantaneous results and largely mirrors the Legacy SFT ID Lookup. For all other scenarios, including where there is no email address on file, students may contact the SFT Help Desk via email for assistance and results typically take 1-2 business days.

SFT will retire the Legacy Lookup website on ~~December 31, 2023~~ October 27, 2023.

Note: On October 27, 2023, SFT was advised that due to elevated security measures, including an extensive series of security reviews and process hardening, developers were forced to shut down the SFT ID Lookup effective immediately.

SFT will update the SFT ID Number Information Bulletin issued in January 2019 and republish it before January 1, 2024, with updated options to look up or obtain an SFT ID.

**Potential Agency Impacts:**

Training providers must continue requiring students to use their SFT ID number when enrolling and participating in an SFT course. In cases where the student is unsure about their SFT ID number, the training provider shall recommend one of the aforementioned options and ensure that an accurate SFT ID number has been provided to SFT for course processing.