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Date: October 13, 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.

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.