



INFORMATIONAL BULLETIN

SFT ID Number

Issued: January 30, 2019

OVERVIEW

State Fire Training (SFT) has been using and issuing SFT ID numbers since 2010. The SFT ID number is an 8-digit number with a hyphen in the middle (ex. 1234-5678) and it takes the place of a person's social security number. Every personnel account in the SFT User Portal has a unique ID number allowing SFT to synchronize a person's SFT course and certification activity to their SFT account. On January 1, 2019 SFT discontinued the collection and use of a person's social security number leaving the SFT ID number as the default ID number to be used in all course and certification activity. The information in the bulletin aims to address questions on how to locate an SFT ID number and how it is issued to new accounts.

OBTAIN A NEW SFT ID NUMBER

A unique SFT ID number is issued to every student the first time they attend an SFT course. Simply notify your instructor that you have never attended an SFT course and they will record you as a "new student" on the official course roster. Upon course completion, your new SFT ID number and user portal access instructions will be emailed to you.

LOOK UP AN EXISTING SFT ID NUMBER

There are multiple ways to locate your SFT ID number:

- **Legacy Lookup** – If you believe your social security number is on file with SFT then you may use the [Legacy SFT ID Look Up](#) tool. This webpage will ask for your name and last four of your SSN. If there is a match, the page will display your SFT ID number.
- **SFT User Portal** – You may log into your [SFT User Portal](#) anytime and view your SFT ID. If you have never logged into the user portal and SFT has your email on file, then you may easily obtain your SFT ID from the [SFT User Portal](#) login webpage by clicking the [Retrieve Your SFT ID](#) link.
- **Course Diploma or Certification** – Every SFT course completion diploma and certification issued after April 2017 has the SFT ID number located either underneath the name or in the bottom right corner.

USING YOUR SFT ID NUMBER

Your SFT ID number is important to ensure that your course and certification activity is correctly imported into your SFT user account. Anytime you attend an SFT course be prepared to provide your instructor with your SFT ID number. Additionally, most applications for certification will request that you list your SFT ID number on the application form which again assists in reducing delays in processing.

Please submit any questions on this bulletin to SFT.Acadisonline@fire.ca.gov.