

CAL FIRE Forms Company Officer Academy (COA) Practice Test (Sample)

Study Guide



Everything you need from our exam experts!

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. Which form is used for Physical Fitness Documentation?**
 - A. Physical Fitness Documentation**
 - B. Quantitative Fit Test Record**
 - C. Qualitative Fit Test Record**
 - D. Work Station/Ergonomic Evaluation Request**

- 2. Employee Training Sign-Up Sheet corresponds to which IIPP?**
 - A. IIPP-5**
 - B. IIPP-6**
 - C. IIPP-7**
 - D. IIPP-1**

- 3. Which form is used to certify eligibility for qualifying exigency or military family leave?**
 - A. Po-21**
 - B. Po-17**
 - C. Po-22**
 - D. Po-18**

- 4. Which policy code relates to leave under FMLA and CFRA?**
 - A. 1038.3**
 - B. 1091.2**
 - C. Handbook 1000**
 - D. 1080**

- 5. The code for Separation of Unsatisfactory Non-Permanent Employees is?**
 - A. 1091.6.5**
 - B. 1500 Handbook**
 - C. 1700 Handbook**
 - D. 8100**

- 6. Which form is the Supervisors report of accident/perceived exposure?**
- A. Cf-198**
 - B. Cf-199**
 - C. Cf-200**
 - D. Fc-800**
- 7. Which policy covers Employee Rules of Conduct, Uniformed Employees?**
- A. 1081**
 - B. 1080**
 - C. 1091.2**
 - D. IIPP-16**
- 8. Which form is used for employee request for family or medical leave?**
- A. Po-21**
 - B. Po-16**
 - C. Po-23**
 - D. Po-22**
- 9. Adverse Actions - Employee Conduct and Discipline corresponds to which policy?**
- A. Policy 1090**
 - B. Policy 1091**
 - C. Policy 1092**
 - D. Policy 1093**
- 10. Which policy code addresses AWOL?**
- A. 1091.6.4**
 - B. 1091.2**
 - C. 1038.3**
 - D. 1080**

Answers

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1. A
2. B
3. B
4. A
5. A
6. A
7. A
8. A
9. A
10. A

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Explanations

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1. Which form is used for Physical Fitness Documentation?

- A. Physical Fitness Documentation**
- B. Quantitative Fit Test Record**
- C. Qualitative Fit Test Record**
- D. Work Station/Ergonomic Evaluation Request**

The main idea here is to use the form that specifically captures overall physical fitness information in a standardized way. The form named Physical Fitness Documentation is designed to record fitness assessments, test dates, results, and evaluator notes in a consistent, official record. This standardization helps with tracking, audits, and compliance across personnel files. The other forms serve different purposes: a Quantitative Fit Test Record documents detailed measurements from respirator fit testing, a Qualitative Fit Test Record records a pass/fail result of a qualitative fit test, and a Work Station/Ergonomic Evaluation Request is for requesting an ergonomic assessment of a workstation. None of these are meant for general physical fitness documentation, so the form that matches the category—Physical Fitness Documentation—is the appropriate choice.

2. Employee Training Sign-Up Sheet corresponds to which IIPP?

- A. IIPP-5**
- B. IIPP-6**
- C. IIPP-7**
- D. IIPP-1**

Documenting training attendance is a recordkeeping task tied to the training portion of the IIPP. An Employee Training Sign-Up Sheet provides proof that required safety training occurred by showing who attended and when. This aligns with the part of the IIPP that deals with training records, which is identified as IIPP-6. Other IIPP areas focus on management responsibility, hazard identification, or investigations, not on training attendance records, so the sign-up sheet fits best with the training section.

3. Which form is used to certify eligibility for qualifying exigency or military family leave?

- A. Po-21**
- B. Po-17**
- C. Po-22**
- D. Po-18**

Po-17 is the form used to certify eligibility for qualifying exigency or military family leave. This form is specifically designated to document that an employee meets the eligibility criteria and to outline the qualifying military-related reason for taking leave, along with the expected duration. It aligns with the military family leave provisions under CAL FIRE policies and the broader FMLA framework. The other forms cover different leave types or certification needs, so they're not used to certify qualifying exigency or military family leave.

4. Which policy code relates to leave under FMLA and CFRA?

- A. 1038.3**
- B. 1091.2**
- C. Handbook 1000**
- D. 1080**

Leave under FMLA and CFRA is governed by the policy that codifies how that protected, job-protected leave is requested, approved, and administered, including who is eligible, how long the leave can last, requirements for notice and medical certification, interaction with other leave types, and the restoration rights at return. In this policy framework, the code that specifically addresses FMLA/CFRA leave is 1038.3, making it the correct reference for leave under these acts. The other codes refer to different topics or manuals and do not cover FMLA/CFRA leave, so they don't apply here.

5. The code for Separation of Unsatisfactory Non-Permanent Employees is?

- A. 1091.6.5**
- B. 1500 Handbook**
- C. 1700 Handbook**
- D. 8100**

When handling personnel actions, CAL FIRE uses specific numeric codes to identify the exact action. Separation of unsatisfactory non-permanent employees is represented by 1091.6.5, the designation used for that particular action. The other options refer to policy documents or different, unrelated codes, not to the action of separating an unsatisfactory non-permanent employee. So, 1091.6.5 is the correct code.

6. Which form is the Supervisors report of accident/perceived exposure?

- A. Cf-198**
- B. Cf-199**
- C. Cf-200**
- D. Fc-800**

Documenting an accident or perceived exposure starts with the supervisor's formal record of what happened, when, where, and who was involved. Cf-198 is the form designed for that role and purpose, the Supervisor's Report of Accident/Perceived Exposure. It captures the supervisor's observations, initial actions taken, witnesses, equipment involved, and any immediate safety concerns, and it helps trigger the investigation and any necessary corrective actions. The other forms are used for different steps or stakeholders in the process, such as employee-initiated claims or other administrative actions, so they do not serve as the supervisor's formal accident/exposure report.

7. Which policy covers Employee Rules of Conduct, Uniformed Employees?

- A. 1081**
- B. 1080**
- C. 1091.2**
- D. IIPP-16**

Think about the topic and where it lives in the policy set: conduct rules for those in the uniformed ranks. The policy that specifically covers Employee Rules of Conduct for Uniformed Employees is the one designed for that exact group and topic. It defines what is expected in behavior, professionalism, and how violations are handled, all tailored to uniformed personnel. That direct alignment with the question's focus is why this policy is the best fit. The other options address different areas—one relates to a different employee group or topic, and the Injury and Illness Prevention Program covers safety and health rules rather than conduct—so they aren't applicable here.

8. Which form is used for employee request for family or medical leave?

- A. Po-21**
- B. Po-16**
- C. Po-23**
- D. Po-22**

The main idea here is using the correct form to start a family or medical leave request. In this context, Po-21 is the form designated for employees to request family or medical leave. It's the form that captures the essential details of the leave request and sets the process in motion so the agency can handle it under the appropriate leave provisions. Using this form ensures the request goes through the proper workflow and complies with policy and applicable leave regulations. The other forms are used for different types of leave or administrative actions and wouldn't initiate a family or medical leave request in the official process.

9. Adverse Actions - Employee Conduct and Discipline corresponds to which policy?

- A. Policy 1090**
- B. Policy 1091**
- C. Policy 1092**
- D. Policy 1093**

Adverse actions tied to employee conduct and discipline are governed by the policy that defines the disciplinary process and corrective actions. This is Policy 1090. It lays out what conduct is unacceptable, how concerns are investigated, and the steps of progressive discipline, including documentation and avenues for appeal. Understanding this policy helps ensure supervisors apply consistent, fair actions and employees know what to expect in disciplinary situations. Other policies cover different topics and do not address the disciplinary procedure.

10. Which policy code addresses AWOL?

A. 1091.6.4

B. 1091.2

C. 1038.3

D. 1080

AWOL, or absent without leave, is handled under the department's attendance and disciplinary procedures. The policy code that explicitly addresses AWOL defines what counts as AWOL, how it must be reported, and the resulting actions. That code is 1091.6.4. The other codes cover different topics and thus do not specify AWOL procedures.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://calfireformscoa.examzify.com>

We wish you the very best on your exam journey. You've got this!

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