

CAL FIRE FORMS COMPANY OFFICER ACADEMY (COA) PRACTICE TEST (SAMPLE) STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE**

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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. What is the role of the Company Officer in the development or execution of the Incident Action Plan (IAP)?**
 - A. Only monitor weather and wait for orders.
 - B. Implement tactics to achieve the IAP, track progress, and request adjustments as needed.
 - C. Develop the IAP by selecting goals, assign resources, and publish it to the public.
 - D. Coordinate with mutual aid only after IAP is complete.
- 2. Which form certifies qualifying exigency/military family leave?**
 - A. Po-17
 - B. Po-18
 - C. Po-20
 - D. Po-22
- 3. 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
- 4. Why is building construction knowledge important for a Company Officer during a structural fire?**
 - A. It informs potential failure modes, collapse hazards, and safe attack positions.
 - B. To conform with building codes during investigations.
 - C. It ensures the building is insured.
 - D. It helps in designing new buildings.
- 5. Which form would you use to document medical care authorization at the point of service?**
 - A. Cf-271
 - B. Cf-212
 - C. Cf-31
 - D. Cf-200

6. Which form code corresponds to the Designee warrant?

- A. PO-199
- B. STD 243
- C. STD 630
- D. STD 674

7. Which policy code covers FMLA & CFRA?

- A. 1038.3
- B. 1091.2
- C. 1084.13
- D. 1020

8. Which action would most undermine scene control during a rapidly evolving incident?

- A. Establish clear sectors/divisions
- B. Maintain radio discipline
- C. Ensure supervisors enforce assignments
- D. Allow supervisors to disregard assignments

9. Payroll Adjustment Notice is filed on which form?

- A. STD 674
- B. STD 678
- C. STD 630
- D. STD 243

10. How should a Company Officer handle ethical conflicts involving safety or resource use?

- A. Ignore policy and proceed as convenient.
- B. Conceal decisions from subordinates.
- C. Follow policy, seek guidance, document decisions, and communicate transparently up the chain.
- D. Postpone decisions until the end of the incident.

Answers

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

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Explanations

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1. What is the role of the Company Officer in the development or execution of the Incident Action Plan (IAP)?

- A. Only monitor weather and wait for orders.
- B. Implement tactics to achieve the IAP, track progress, and request adjustments as needed.**
- C. Develop the IAP by selecting goals, assign resources, and publish it to the public.
- D. Coordinate with mutual aid only after IAP is complete.

The key idea is that the Company Officer turns the Incident Action Plan into on-the-ground action. They take the tactics called for in the plan and carry them out with their crew, making sure operations align with the stated objectives. The job also involves watching how things unfold, tracking progress against the plan, and calling for adjustments or additional resources as conditions change. This role is about execution and adaptation, not about creating the plan itself or publishing it to the public. Coordination with mutual aid and other parts of the command structure happens as needed during the incident, not only after the plan is finished.

2. Which form certifies qualifying exigency/military family leave?

- A. Po-17**
- B. Po-18
- C. Po-20
- D. Po-22

Qualifying exigency leave is a special category under family leave rules for employees with a family member in the military. The form used to certify this need is the one designed specifically to document deployment-related events and the time off required. It asks for your relationship to the service member, the exact exigency you're addressing (for example, short-notice deployment, military events, childcare or financial/legal arrangements, counseling, or rest and recuperation), and the dates or duration of the leave you're requesting. This certification helps the employer verify eligibility and administer the leave properly under the family and medical leave framework. It's distinct from forms used for other types of leave, such as medical certifications for a family member's illness or injury, which gather different information focused on medical conditions rather than deployment-related needs. So when your leave is for deployment-related reasons, you'd use the form that is specifically intended to certify qualifying exigency/military family leave.

3. 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.

4. Why is building construction knowledge important for a Company Officer during a structural fire?

A. It informs potential failure modes, collapse hazards, and safe attack positions.

B. To conform with building codes during investigations.

C. It ensures the building is insured.

D. It helps in designing new buildings.

Knowing how buildings are built and how they respond to fire lets a Company Officer predict what could fail, where collapse hazards are likely, and where it's safest to position crews and hose lines. Different construction types react differently under heat, so recognizing whether you're dealing with lightweight wood framing, heavy timber, or steel/concrete helps you anticipate failure modes and the window of time before a collapse becomes possible. That awareness directly informs decisions about how to attack the fire, where to move, and when to pull back or switch to a defensive approach to protect crews. While codes, insurance, and design have their places, they aren't the immediate driver of on-scene actions during a structural fire; the priority is understanding construction behavior to manage risk and maintain safe operations.

5. Which form would you use to document medical care authorization at the point of service?

A. Cf-271

B. Cf-212

C. Cf-31

D. Cf-200

Documenting consent to treat someone at the scene requires a form designed specifically for authorizing medical care up front. CF-271 is the form dedicated to medical care authorization at the point of service, so it provides a standardized place to record who approved the treatment, what care is authorized, and when it was authorized. This helps responders proceed without delay and creates a clear record for medical staff and the agency. The other forms in the set serve different purposes—such as general incident information, patient details, or longer-term releases—so they aren't appropriate for capturing on-scene medical care authorization.

6. Which form code corresponds to the Designee warrant?

A. PO-199

B. STD 243

C. STD 630

D. STD 674

The idea here is recognizing how CAL FIRE standard forms are coded by purpose. The Designee warrant is documented on a specific standard form, so when you see the need to authorize a designee to act under a warrant, you use that designated form code. The form code STD 243 is the one assigned for the Designee warrant. This form is used to officially designate another person to carry out warrant-related actions, outlining who is authorized, the scope of that authority, the time period, and the signatures that validate the delegation. Using the correct form ensures clear authority and accountability, so everyone understands who can act and under what limits. Other form codes shown are tied to different administrative tasks and do not serve the purpose of authorizing a designee to act under a warrant. They are designed for their own distinct uses, not for the delegation documented by a Designee warrant.

7. Which policy code covers FMLA & CFRA?

- A. 1038.3**
- B. 1091.2
- C. 1084.13
- D. 1020

FMLA and CFRA are laws that grant protected leave for family and medical reasons, and a CAL FIRE policy will place rules for leave and employee rights under a single code. The code dedicated to FMLA and CFRA is the one that explicitly covers those laws, outlining who is eligible, how to request leave, how the leave is designated, how benefits continue, and how the employee is restored at the end of the leave. This direct focus on leave rights and procedures is what makes this code the best match for FMLA & CFRA. The other codes address different topics and don't cover leave rights and procedures.

8. Which action would most undermine scene control during a rapidly evolving incident?

- A. Establish clear sectors/divisions
- B. Maintain radio discipline
- C. Ensure supervisors enforce assignments
- D. Allow supervisors to disregard assignments**

In a rapidly evolving incident, scene control rests on a clear command structure and everyone sticking to the plan. Allowing supervisors to disregard assignments would undermine that control because it bypasses the established chain of command and the coordinated effort everyone relies on. When assignments aren't followed, work can duplicate, gaps open up, and resources are used inconsistently, leading to confusion, miscommunication, and safety risks for responders. The other actions support scene control. Establishing sectors or divisions creates organized, manageable units with defined responsibilities. Maintaining radio discipline keeps communications clear and reduces misinterpretation during fast-paced changes. Ensuring supervisors enforce assignments preserves accountability and helps the incident plan be carried out as intended. Taken together, these elements maintain order and effectiveness on the scene, whereas ignoring assignments disrupts that structure.

9. Payroll Adjustment Notice is filed on which form?

- A. STD 674**
- B. STD 678
- C. STD 630
- D. STD 243

Payroll adjustments require a dedicated form to document the change and route it to payroll for processing. The form used for a Payroll Adjustment Notice captures essential details: employee identification, the specific adjustment (such as rate, hours, or deductions), the amount or new pay basis, the effective date, and the reason for the adjustment. This ensures an auditable trail and that payroll can update records accurately and issue any retroactive pay promptly if needed. Other forms are used for different HR actions and don't provide the proper structure for reporting adjustments to compensation, so the appropriate document for a Payroll Adjustment Notice is STD 674.

10. How should a Company Officer handle ethical conflicts involving safety or resource use?

- A. Ignore policy and proceed as convenient.
- B. Conceal decisions from subordinates.
- C. Follow policy, seek guidance, document decisions, and communicate transparently up the chain.**
- D. Postpone decisions until the end of the incident.

When facing ethical conflicts about safety or resource use, the right approach is to follow policy, seek guidance, document decisions, and communicate transparently up the chain. This approach ensures actions align with established rules and safety priorities, brings in the right expertise when the path isn't obvious, creates a clear record of the rationale for future review, and keeps leadership informed to maintain accountability and trust throughout the organization. Ignoring policy risks safety, legality, and consistency with department standards. Concealing decisions undermines trust and prevents proper oversight. Postponing decisions can delay critical actions and worsen outcomes. By adhering to policy, seeking guidance when needed, documenting how decisions were made, and communicating openly, a Company Officer upholds ethical standards and keeps operations safe and accountable.

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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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