

# Parole Officer Training Academy (POTA) 6 Core Competencies 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. In the processing of new arrivals, which action is taken to identify client needs and required program referrals?**
  - A. Refer to RID Referral for Employment Assistance**
  - B. Identify client need and required program referrals**
  - C. Conduct Alcohol and Drug Test**
  - D. Capture Client Photo**
  
- 2. Which action checks for any current parole warrant?**
  - A. Confirm Parole Certificate**
  - B. Review PSV-48 Rights of Offender**
  - C. Check for Current Parole Warrant If Any**
  - D. Include All Supporting Documents**
  
- 3. What is the sequence of steps for new arrivals according to the material?**
  - A. First Step then Second Step**
  - B. Second Step then First Step**
  - C. First Step, Second Step, then Third Step**
  - D. There are only two steps**
  
- 4. Which aspect defines the first goal of program referrals?**
  - A. Identify when to make and create program referrals**
  - B. Identify which program referral to make**
  - C. Ensure attendance to program referrals**
  - D. Correctly Excusing program referrals**
  
- 5. Which step involves preparation for swab testing?**
  - A. Review PSV-35 with the client**
  - B. Confirm if client used any prescribed or over the counter medication or alcohol**
  - C. Sign out of UA/Swab container and label with client's name and SID**
  - D. Preparation - For swab, instruct client, to have no food or drink within 10 minutes of testing**

- 6. What are the components considered by TRAS for supervising clients?**
- A. Risk, Needs, and Responsiveness**
  - B. Release conditions, supervision, and fees**
  - C. Attendance, completion, and acceptance**
  - D. Documentation, reporting, and confidentiality**
- 7. In the TRAS process, which statement best identifies the first step?**
- A. Timeliness - Complete TRAS within policy timeframe**
  - B. Tool - Use correct TRAS tool and score correctly**
  - C. Score - Score each domain within the appropriate score range**
  - D. Case Plan - Discuss case plan and the two highest domains with the client as per policy**
- 8. Fifth Goal addresses what aspect of referrals?**
- A. Approving every referral**
  - B. Documenting non-attendance**
  - C. Correctly Excusing program referrals**
  - D. Determine program eligibility**
- 9. Which statement describes the fourth step of TRAS?**
- A. Tool - Use correct TRAS tool and score correctly**
  - B. Timeliness - Complete TRAS within policy timeframe**
  - C. Score - Score each domain within the appropriate score range**
  - D. Case Plan - Discuss case plan and the two highest domains with the client as per policy**

**10. What is the primary task in the eighth step of drug testing?**

- A. Observation of swab/UA testing and temperature along with following manufacturers instruction on time and interpretation**
- B. Disposal/Confirmation; Proper disposal of specimen and Preparation of confirmation per policy and Chain of Custody paperwork**
- C. OIMS entry within 3 business days, both initial entry and results for confirmation testing**
- D. Demonstrate professional and confidentiality**

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## Answers

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

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## **Explanations**

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**1. In the processing of new arrivals, which action is taken to identify client needs and required program referrals?**

- A. Refer to RID Referral for Employment Assistance**
- B. Identify client need and required program referrals**
- C. Conduct Alcohol and Drug Test**
- D. Capture Client Photo**

During processing of new arrivals, the key action is to perform an initial assessment to identify client needs and map out the required program referrals. This step gathers information on what the client requires in terms of employment, housing, education, treatment, or supports, and links them to the appropriate services. By doing this first, the workflow ensures that every client enters with a tailored plan and that referrals are timely and appropriate. Other actions—such as proceeding with a specific employment referral, performing an alcohol and drug test, or capturing a photo—are important parts of the process, but they do not establish which needs exist or which programs are required. They are supportive tasks rather than the primary way to determine services.

**2. Which action checks for any current parole warrant?**

- A. Confirm Parole Certificate**
- B. Review PSV-48 Rights of Offender**
- C. Check for Current Parole Warrant If Any**
- D. Include All Supporting Documents**

Verifying whether there is an active warrant is essential before taking any action with a parolee. This step directly determines whether the person is subject to recall or arrest, which can change how you proceed and whether release or standard processing is appropriate. Checking for a current parole warrant if any ensures you're acting within legal authority and prioritizing safety and due process. Other actions, like confirming a parole certificate, reviewing the offender's rights notice, or gathering supporting documents, are important parts of the process but do not address whether there is an active warrant. They do not reveal enforcement status, whereas the warrant check specifically confirms if enforcement actions are already in place.

**3. What is the sequence of steps for new arrivals according to the material?**

- A. First Step then Second Step**
- B. Second Step then First Step**
- C. First Step, Second Step, then Third Step**
- D. There are only two steps**

The sequence emphasizes doing things in a specific order because one step sets up what comes next. The material describes a two-step process for new arrivals, and the second step depends on having completed the first. So you must proceed from the first step to the second, ensuring essential information is gathered and any necessary checks are done before moving forward. That's why the described sequence is First Step, then Second Step. The other options don't fit because reversing the order would skip the prerequisite work done in the first step, or would imply more steps than the material indicates.

**4. Which aspect defines the first goal of program referrals?**

- A. Identify when to make and create program referrals**
- B. Identify which program referral to make**
- C. Ensure attendance to program referrals**
- D. Correctly Excusing program referrals**

Timing matters most here because referrals are meant to address needs promptly. The first step is to identify when a program referral should be made and initiate it at that moment. This ensures the client gains access to the right services based on your assessment findings, supports proactive case planning, and prevents delays that could worsen risk factors. After establishing when to refer, you move on to deciding which program fits best, and then to ensuring attendance and engagement. Those later actions depend on having a clear trigger to refer in the first place, so recognizing the right timing to initiate a referral is the defining first step.

**5. Which step involves preparation for swab testing?**

- A. Review PSV-35 with the client**
- B. Confirm if client used any prescribed or over the counter medication or alcohol**
- C. Sign out of UA/Swab container and label with client's name and SID**
- D. Preparation - For swab, instruct client, to have no food or drink within 10 minutes of testing**

The step being tested focuses on getting the test ready by ensuring the client is in the right condition for accurate sampling. Instructing the client to have no food or drink within 10 minutes of testing directly prepares the mouth for the swab, reducing contamination or residues that could skew the results. This pre-test instruction helps ensure the sample collected is representative and reliable. The other actions fit different parts of the process: reviewing a form with the client is about information or consent, checking substances relates to interpreting results or the broader testing context, and labeling or signing out the container is a post-collection documentation step. They're important, but they aren't the specific preparation step for the swab itself.

**6. What are the components considered by TRAS for supervising clients?**

- A. Risk, Needs, and Responsiveness**
- B. Release conditions, supervision, and fees**
- C. Attendance, completion, and acceptance**
- D. Documentation, reporting, and confidentiality**

TRAS guiding supervision revolves around three elements: risk, needs, and responsiveness. Start with risk to determine how likely the client is to reoffend and to tailor supervision intensity and monitoring accordingly. Then look at needs, focusing on criminogenic factors that fuel offending—those are the areas where targeted interventions (like substance abuse treatment or pro-social supports) should be applied. Finally, consider responsiveness, which is about the individual’s abilities, motivation, and learning style, so supervision and services can be adapted to fit how they best engage and change. Together, these components help allocate resources to those at higher risk, target factors that drive offending, and deliver services in a way that the client can actually respond to. The other options describe administrative or generic process aspects—release conditions, attendance metrics, or documentation concerns—and don’t capture the framework used to guide supervision decisions.

**7. In the TRAS process, which statement best identifies the first step?**

- A. Timeliness - Complete TRAS within policy timeframe**
- B. Tool - Use correct TRAS tool and score correctly**
- C. Score - Score each domain within the appropriate score range**
- D. Case Plan - Discuss case plan and the two highest domains with the client as per policy**

Using the correct TRAS tool and scoring it correctly is what you do first because the rest of the process hinges on having an accurate, policy-aligned measurement to base every subsequent decision on. When you apply the right instrument and assign scores correctly, you establish a solid, consistent data foundation that reflects the offender’s current risk, needs, and readiness. If the tool is incorrect or scoring is off, all later steps—such as ensuring the assessment is completed within policy timeframes, interpreting domain scores, prioritizing actions, and discussing the case plan and the two highest domains with the client—can be built on faulty information. Once you’ve got the proper tool and accurate scoring, you can proceed confidently through timeliness, domain scoring within the required ranges, and the policy-aligned case plan discussion with the client.

## 8. Fifth Goal addresses what aspect of referrals?

- A. Approving every referral
- B. Documenting non-attendance
- C. Correctly Excusing program referrals**
- D. Determine program eligibility

The key idea here is how to handle referrals in a way that keeps the process efficient and appropriate. The fifth goal focuses on correctly excusing program referrals when they aren't appropriate or feasible, rather than pushing every referral forward. This means recognizing when a referral should not proceed—due to program capacity, client readiness, safety concerns, or eligibility constraints—and documenting that decision clearly so resources aren't wasted and records stay accurate. Choosing this path helps maintain accountability and ensures that only suitable referrals are pursued, which is essential in coordinating services and protecting client welfare. Approving every referral ignores fit and capacity problems. Documenting non-attendance deals with tracking outcomes after referrals have been made, not with deciding whether a referral should proceed in the first place. Determining program eligibility is an important step, but the fifth goal specifically centers on the action of excusing referrals when they aren't appropriate, not on the broader eligibility determination.

## 9. Which statement describes the fourth step of TRAS?

- A. Tool - Use correct TRAS tool and score correctly
- B. Timeliness - Complete TRAS within policy timeframe
- C. Score - Score each domain within the appropriate score range
- D. Case Plan - Discuss case plan and the two highest domains with the client as per policy**

The step focuses on turning the assessment results into a concrete, client-centered plan. After selecting the correct TRAS tool, completing it within the policy timeframe, and scoring each domain appropriately, the next essential task is to discuss the case plan with the client and identify the two domains with the highest priority. This collaboration ensures the plan directly targets the areas of greatest risk or need, aligns with policy requirements, and gives the client a clear understanding of what will be addressed and how progress will be measured. The other parts—choosing the right tool, completing it on time, and scoring within the proper ranges—happen earlier in the process, while this fourth step bridges assessment to action by focusing on targeted, shared next steps.

**10. What is the primary task in the eighth step of drug testing?**

- A. Observation of swab/UA testing and temperature along with following manufacturers instruction on time and interpretation**
- B. Disposal/Confirmation; Proper disposal of specimen and Preparation of confirmation per policy and Chain of Custody paperwork**
- C. OIMS entry within 3 business days, both initial entry and results for confirmation testing**
- D. Demonstrate professional and confidentiality**

The step focuses on timely documentation and data entry into the information management system after a drug test. The primary task is to enter the initial test result and any subsequent confirmation results into OIMS within three business days, ensuring the record is current and available for review and decision-making. This is essential for maintaining accurate records, supporting chain-of-custody and auditability, and enabling timely actions based on the test outcome. The other activities—observing the test and following manufacturer instructions, handling disposal and preparation of confirmations, and maintaining professionalism and confidentiality—are important parts of the process, but they occur at different stages or represent ongoing expectations rather than the designated eighth-step task.

# 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](mailto:hello@examzify.com).**

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

**<https://pota6corecomp.examzify.com>**

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

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