

TEXAS LICENSED CHILD- PLACING AGENCY ADMINISTRATOR (LCPAA) SET 3 PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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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. Can a foster child use a detached structure as a bedroom?**
 - A. Only if 16 or older and approved by service planning team
 - B. If the structure has electricity
 - C. If it has a separate bathroom
 - D. If it's located within the main house
- 2. Which items must be shared with babysitters and respite providers about the child?**
 - A. Specific needs of a child, including ongoing psychological/medical treatment, emergency contact information, and the child's history including background of abuse/neglect and behavior concerns.
 - B. Only emergency contact information
 - C. Only current medications
 - D. Only school records
- 3. How should a LCPAA address medication management for children in care?**
 - A. Allowing youth to self-administer medications without supervision.
 - B. Administering medications by anyone who is available.
 - C. Implement safe storage, proper administration by qualified personnel, and tracking of medications per policy and law.
 - D. Discarding all medications at case closure.
- 4. If a foster home status is changed to inactive, within how many working days must you submit the verification change to licensing?**
 - A. Within 2 working days
 - B. Within 7 working days
 - C. Within 14 working days
 - D. Within 30 working days
- 5. Which rooms in the home may not be used as bedrooms?**
 - A. A room commonly used for other purposes, including dining rooms, living rooms, hallways, or porches; A passageway to other rooms; or a room that does not have doors for privacy
 - B. A room with a window and closet
 - C. A kitchen or bathroom
 - D. A garage converted with permits

- 6. Can you issue a temporary verification if no children are in care in the home?**
- A. Yes
 - B. No
 - C. Only with written consent
 - D. Only if the home is moving to a new CPA
- 7. What is a key component of staff records that must be maintained by the agency?**
- A. A staff roster
 - B. A complete personnel file including qualifications, certifications, supervision notes, performance reviews, and background check confirmations
 - C. A payroll report
 - D. A monthly calendar of shifts
- 8. Which combination of conditions makes admitting an adult into a foster home permissible?**
- A. The adult is related to the foster family; or is a client in the Department of Aging and Disability Services, Community Based Services Program; or meets one of the requirements of §749.1105
 - B. The adult is unrelated and not in any program
 - C. The adult is under 18
 - D. The adult is male and has a background check
- 9. What is an essential element of a placement screening and assessment process?**
- A. Immediate placement based on available foster home.
 - B. Comprehensive evaluation of child needs, family capacity, and safety considerations before placement.
 - C. Only evaluating family capacity.
 - D. Only evaluating child needs.
- 10. What is the primary purpose of child-centered planning in an LCPAA?**
- A. It prioritizes staff convenience
 - B. It prioritizes the best interests of the child, ensuring safety, stability, and the child's voice in planning
 - C. It emphasizes agency budget
 - D. It focuses on compliance documentation

Answers

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

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Explanations

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1. Can a foster child use a detached structure as a bedroom?

A. Only if 16 or older and approved by service planning team

B. If the structure has electricity

C. If it has a separate bathroom

D. If it's located within the main house

In foster care housing, any plan to use a detached structure as a bedroom is treated as a safety and suitability decision that must go through formal review. The scenario is allowed only when the youth is 16 or older and there is explicit approval from the service planning team. This reflects the need for both maturity to manage a separate living space and a thorough assessment of safety, privacy, supervision, and logistics before such an arrangement is approved. Simply having electricity, a separate bathroom, or being located in a certain place within the property isn't enough on its own. Those factors can be part of the review, but the decision hinges on meeting the age threshold and obtaining a documented plan and oversight from the service planning team to ensure the living space is safe and appropriate for the youth's needs.

2. Which items must be shared with babysitters and respite providers about the child?

A. Specific needs of a child, including ongoing psychological/medical treatment, emergency contact information, and the child's history including background of abuse/neglect and behavior concerns.

B. Only emergency contact information

C. Only current medications

D. Only school records

Providing care for a child by babysitters or respite providers requires giving them a complete picture of the child's needs and safety plan. The best choice includes not just who to contact, but the full spectrum: ongoing psychological and medical treatment, emergency contact information, and the child's history including abuse/neglect background and behavior concerns. With this information, the caregiver can recognize medical or emotional symptoms, follow treatment plans, administer medications correctly, know who is authorized to pick up, and respond appropriately to triggers or behavior challenges. It also helps them understand past experiences that may influence reactions to certain situations and guides when to seek urgent care or contact a parent. If you limit what is shared to only emergency contacts, or only medications, or only school records, the caregiver would miss critical context needed to keep the child safe and well cared for in a non-parental setting.

3. How should a LCPAA address medication management for children in care?

- A. Allowing youth to self-administer medications without supervision.
- B. Administering medications by anyone who is available.
- C. Implement safe storage, proper administration by qualified personnel, and tracking of medications per policy and law.**
- D. Discarding all medications at case closure.

Medication management for children in care requires a structured, compliant system that protects safety and ensures accountability. The best approach is to store medications securely, have them be administered only by qualified personnel, and maintain thorough tracking and documentation in line with policy and law. This combination safeguards against errors, misuse, and unauthorized access, and it provides a clear record for medical teams, caregivers, and regulatory oversight. Safe storage means medications are kept in secure, appropriate conditions, with access limited to authorized staff, and with attention to proper handling of controlled substances, expiration dates, and storage temperatures. Proper administration by qualified personnel ensures that those giving the medication are trained, follow the prescribed dose and route, verify identity and allergies, monitor for adverse effects, and document each administration. Tracking per policy and law guarantees a complete medication record, regular reconciliation, and compliance with regulatory requirements, enabling continuity of care across placements and during case reviews. Self-administration by youth without supervision risks dosing errors and safety concerns; allowing administration by anyone available undermines professional standards and legal protections; discarding medications at case closure can create safety hazards and violate disposal regulations. The only approach that aligns with safety, legality, and responsible care is the combination of secure storage, administration by qualified personnel, and thorough tracking.

4. If a foster home status is changed to inactive, within how many working days must you submit the verification change to licensing?

- A. Within 2 working days**
- B. Within 7 working days
- C. Within 14 working days
- D. Within 30 working days

Prompt reporting of changes in foster home status to licensing is essential. When a foster home becomes inactive, you must quickly submit verification of that status change so licensing records stay accurate and oversight remains current. The standard is within two working days, counting only working days (business days when the office is open; weekends and holidays do not count). Submitting within this window helps avoid questions about compliance and reduces the risk of penalties, since delayed notification can leave the agency appearing out of compliance and may affect ongoing approvals or inspections. Other timeframes are too long for changes that directly affect licensure; timely notice ensures licensing can update the file, adjust any required reporting, and coordinate with ongoing child-welfare operations.

5. Which rooms in the home may not be used as bedrooms?

- A. A room commonly used for other purposes, including dining rooms, living rooms, hallways, or porches; A passageway to other rooms; or a room that does not have doors for privacy**
- B. A room with a window and closet
- C. A kitchen or bathroom
- D. A garage converted with permits

Bedrooms for licensing must be spaces primarily used for sleeping that offer privacy and a safe means of egress. Rooms commonly used for other purposes—such as dining rooms, living rooms, hallways, or porches—don't function as bedrooms because their purpose isn't sleep, and they often lack the necessary privacy. A passageway isn't a separate room, so it can't be used as a bedroom, and a space must have a door to provide privacy for occupants. A garage that's been properly converted with permits can become a bedroom if it then meets all the required standards (size, egress, ventilation, privacy). So the description that covers spaces used for other purposes, passageways, or rooms without privacy doors identifies spaces that may not be used as bedrooms. By contrast, a room with a window and closet aligns with typical bedroom requirements, while a kitchen or bathroom is not used as a bedroom.

6. Can you issue a temporary verification if no children are in care in the home?

- A. Yes
- B. No**
- C. Only with written consent
- D. Only if the home is moving to a new CPA

Temporary verifications are tied to authorizing a home for placement of a child in care. If there are no children in the home, there's nothing to authorize for placement, so issuing a temporary verification isn't appropriate. The document serves to cover a situation where a child will (or is) placed in the home while the full licensing or home-study steps are completed, which doesn't apply when no child is in the home. Therefore, the correct conclusion is that you cannot issue a temporary verification under these circumstances.

7. What is a key component of staff records that must be maintained by the agency?

- A. A staff roster
- B. A complete personnel file including qualifications, certifications, supervision notes, performance reviews, and background check confirmations**
- C. A payroll report
- D. A monthly calendar of shifts

Maintaining a complete personnel file is essential because it provides a verified, centralized record that shows each staff member meets required qualifications, keeps certifications current, and has up-to-date supervision, performance documentation, and background clearance. This combination supports child safety and compliance with licensing standards, and it's the kind of documentation often needed during audits or renewals. Qualifications and certifications confirm the staff member has the necessary training and credentials. Supervision notes show ongoing oversight and adherence to supervision requirements. Performance reviews document accountability and growth over time. Background check confirmations ensure there are no disqualifying factors and that the agency has met screening requirements. Without this comprehensive file, there isn't enough documented evidence to prove the staff member is fit for the role, which is central to the agency's responsibilities. Other records like a roster, payroll, or a shift calendar are important for operations but do not, on their own, provide the full documented basis required for staff qualifications and safety.

8. Which combination of conditions makes admitting an adult into a foster home permissible?

- A. The adult is related to the foster family; or is a client in the Department of Aging and Disability Services, Community Based Services Program; or meets one of the requirements of §749.1105**
- B. The adult is unrelated and not in any program
- C. The adult is under 18
- D. The adult is male and has a background check

Admitting an adult into a foster home is allowed only under specific exceptions, not as a general rule. The eligible pathways include if the adult is a relative of the foster family, which keeps the placement within a familiar family network; or if the adult is a client in the Department of Aging and Disability Services, Community Based Services Program, which ties the placement to state-supported services; or if the adult meets one of the requirements described in §749.1105, which outlines additional permissible circumstances. When any of these conditions are met, the adult can reside in the foster home within the licensing rules. In contrast, an unrelated adult with no program involvement wouldn't meet those authorized criteria, an adult under 18 isn't an adult, and a background check alone does not establish eligibility for placement.

9. What is an essential element of a placement screening and assessment process?

- A. Immediate placement based on available foster home.
- B. Comprehensive evaluation of child needs, family capacity, and safety considerations before placement.**
- C. Only evaluating family capacity.
- D. Only evaluating child needs.

The essential element being tested is that a placement screening and assessment must be comprehensive, evaluating the child's needs, the family's capacity to meet those needs, and safety considerations before a placement is made. This thorough approach ensures the placement fits the child's medical, developmental, behavioral, and cultural needs, while also confirming the caregiver has the resources, stability, and support to provide a safe, nurturing home. Safety considerations are critical—past safety risks, household environment, and the potential for ongoing protection concerns must be weighed to prevent harm and plan appropriate supports. Relying on only one aspect misses important factors. Placing a child based solely on availability can overlook whether the home can meet the child's medical or behavioral needs; focusing only on family capacity ignores the child's specific requirements; evaluating only the child's needs neglects whether the family can provide a safe, stable environment. A comprehensive assessment before placement helps ensure the right match, reduces the risk of placement disruption, and informs subsequent service planning.

10. What is the primary purpose of child-centered planning in an LCPAA?

- A. It prioritizes staff convenience
- B. It prioritizes the best interests of the child, ensuring safety, stability, and the child's voice in planning**
- C. It emphasizes agency budget
- D. It focuses on compliance documentation

The main idea here is that plans for a child are built around the child's needs and safety, with the child actively involved in decisions that affect their life. Child-centered planning places the child's best interests at the forefront, aiming to keep them safe and provide stability, while also giving the child a real say in the plans that shape their future. In practice, this means assessing risks and support needs, seeking the child's input in an age-appropriate way, and designing permanency goals that prioritize the child's well-being and voice. Choices that emphasize staff convenience, agency budget, or mere compliance documentation miss the point because they center adults' convenience or administrative concerns rather than what will best protect and support the child.

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://txlcpaaset3.examzify.com>

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

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