

Last edited May 1, 2023

Reference Guide

CSL Certifications



LEE KENNEDY
Let's build on big thinking.

Finding a CSL Class in Cornerstone

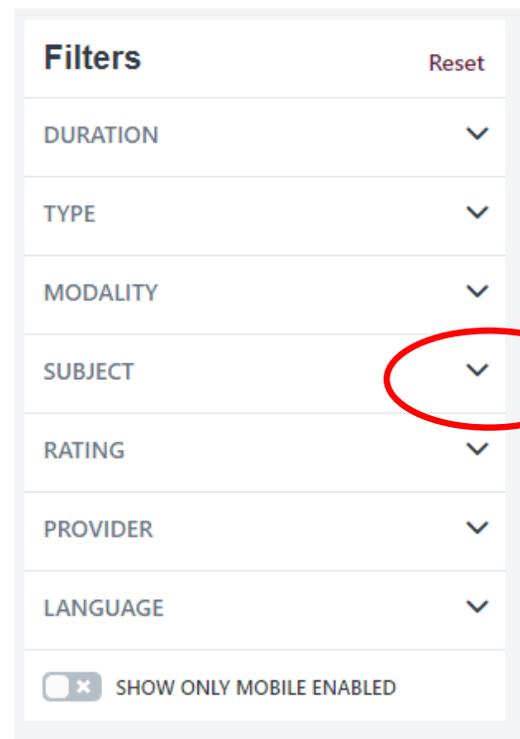
1

- After logging into Cornerstone, click on the "Browse for Training" icon on the top banner



2

- On the left, under "Filters", click on the dropdown arrow next to "Subject"



Finding a CSL Class in Cornerstone

3

- Choose **CSL ALL** for all courses or choose a specific topic

Filters Reset

DURATION ▼

TYPE ▼

MODALITY ▼

SUBJECT ▲

- Computer Skills (79)
- Construction Specialty (489)
- CSL All (31)
- CSL- Business Practices (7)
- CSL- Code Review (11)
- CSL- Elective (9)
- CSL- Energy (2)
- CSL- Lead (1)
- CSL- Workplace Safety (3)

*NOTE

- If you are looking for an in-person class, use the dropdown arrow next to "Modality"
- Click "Attend"

Filters Reset

DURATION ▼

TYPE ▼

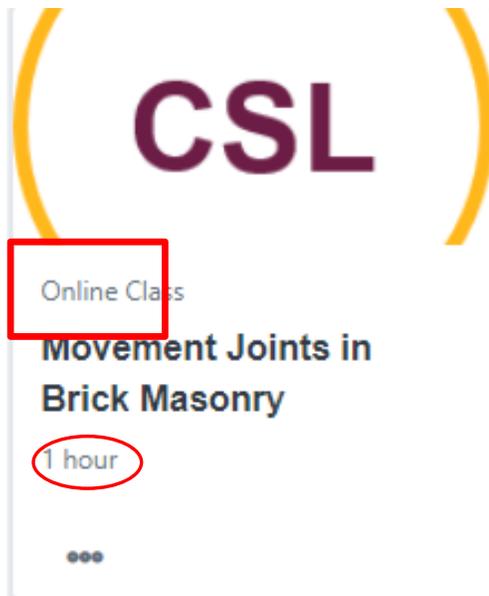
MODALITY ▲

- Watch (1071)
- Attend (32)
- Read (3)
- Collections (1)

Finding a CSL Class in Cornerstone

*NOTE

- Online and in-person classes will have different icons
- Remote classes will state "Online Class"
- In-person classes will state "Event"
- The title of the course will be bolded
- Credit hours will be below the title



- Double click the icon to see:

- Duration
- Credit Hours
- Topic and Description

ONLINE CLASS

Complete Streets - An Introduction to the Complete Streets Concept

Last Updated 08/11/2021 Duration 2 hours

Details

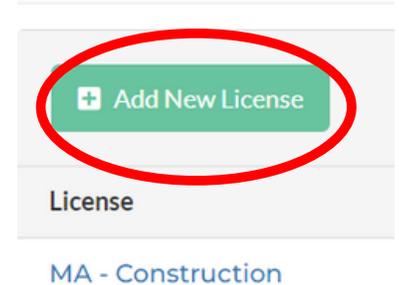
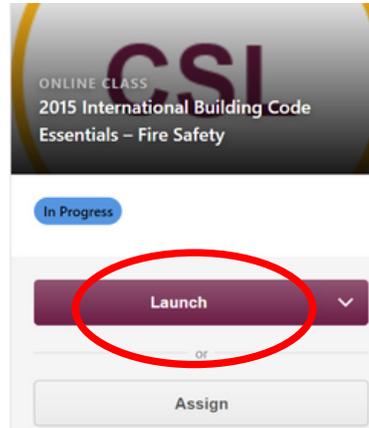
★ *2 Elective Hours* This course presents an introduction to the fundamental principles of Complete Streets. The planning and development of Complete Streets projects is presented. You will also learn about the elements of planning for Complete Streets and designing and implementing Complete Streets programs.

[Show More](#)

Linking CSL license to a course

1

- Click "Launch"
 - A new page will load
- Click "Add New License"



- Input:
 - License: MA- Construction Supervisor
 - Expires: Use the calendar to input the expiration date
 - Number: Add your CSL number
 - This will print on the certificate your turn into the state, so make sure it matches your license.
- [You can look up the number here](#)**
- Re-Enter Number: Add your CSL number again
 - Reminder Date: Use the calendar to identify a date that you'd like to be reminded that your license will expire
 - ***3-4 months is recommended***

A screenshot of a license entry form. The form has several fields: 'License' (a dropdown menu with 'MA - Construction Supervisor' selected, highlighted with a red box), 'Number' (text input with '123456789'), 'Re-Enter Number' (text input with '123456789'), 'Expires' (calendar input with '4/23/2023'), and 'Reminder Date' (calendar input with '1/23/2023'). There are 'Save' and 'Cancel' buttons at the bottom left. Below the form, it says 'No records to display.'

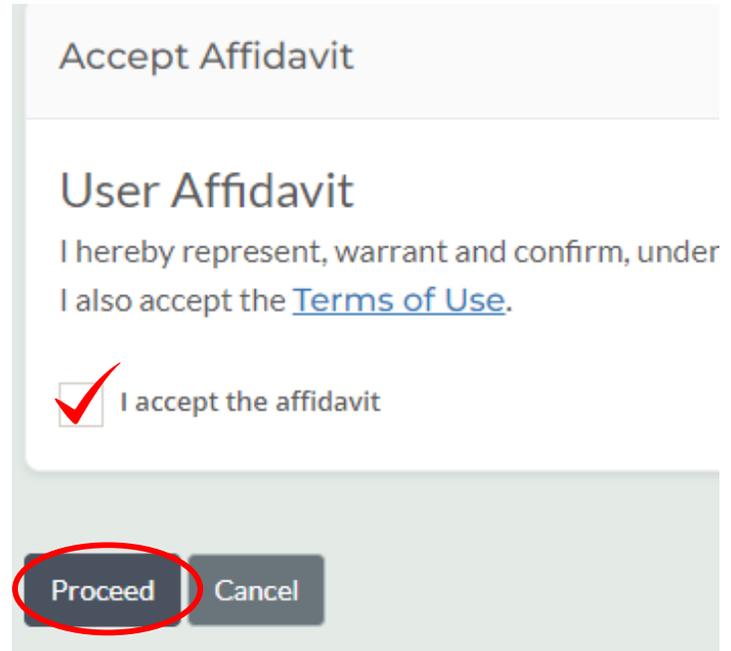
- Click "Save"



Linking CSL license to a course

2

- **Scroll down to "Accept Affidavit"**
- **After reading the User Affidavit, click "I accept the affidavit"**
- **Click "Proceed"**



Accept Affidavit

User Affidavit

I hereby represent, warrant and confirm, under I also accept the [Terms of Use](#).

I accept the affidavit

Proceed Cancel

Taking CSL Online Course

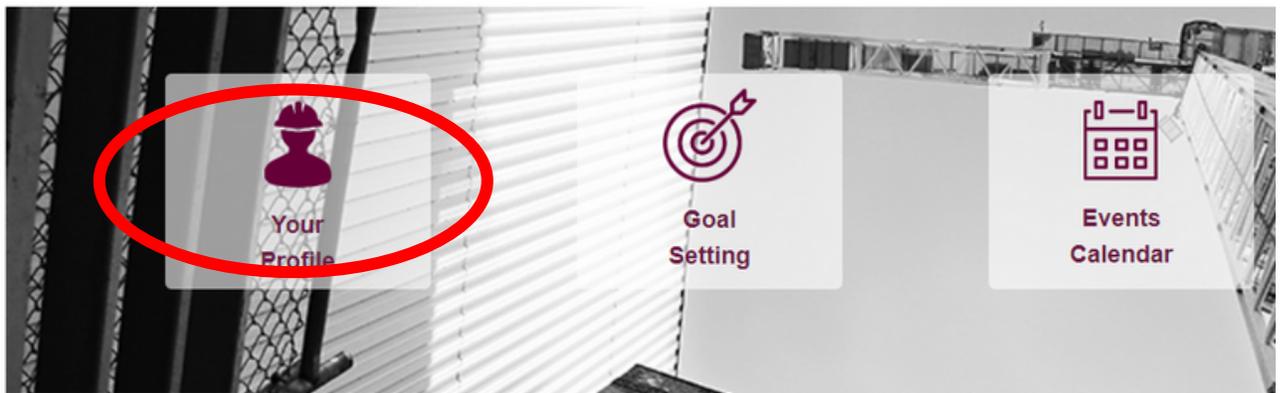
1

- Click "Launch Content" to begin



2

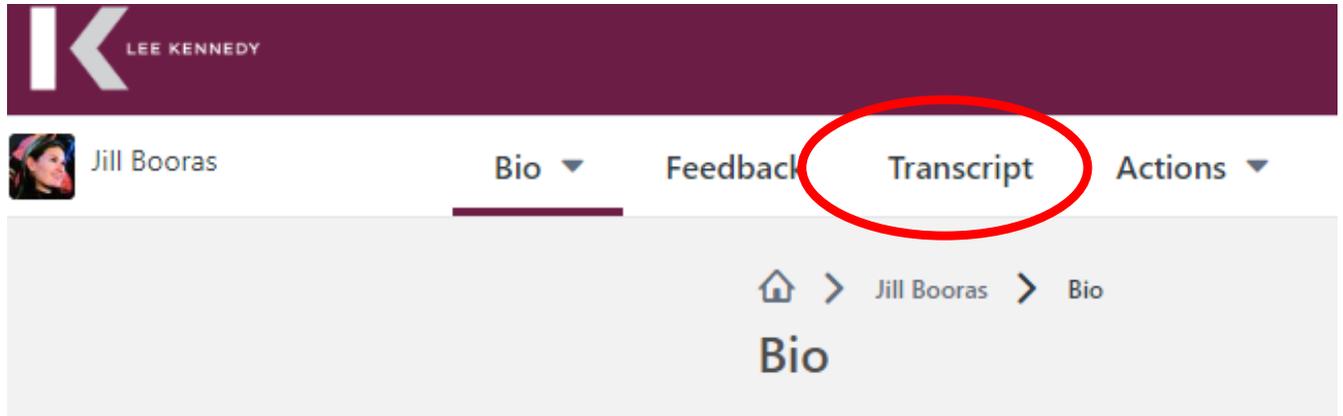
- To search for a course you have not completed, click on "Your Profile" on the Cornerstone homepage



Taking CSL Online Course

3

- Click on "Transcript" on the top train



4

- Search through the classes
- *NOTE- You can also use the search bar to search by keyword**

Search by Keyword



- Click the "Launch" button next to the class to start

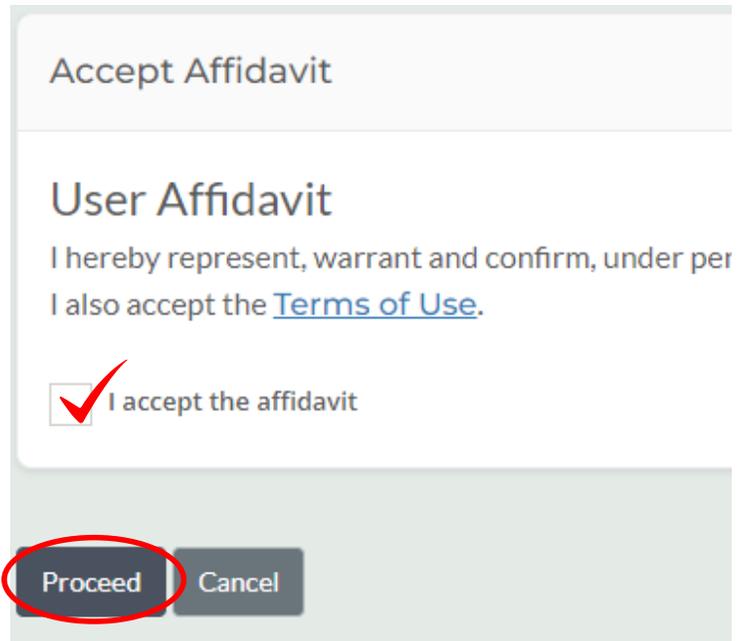
Launch



Taking CSL Online Course

*NOTE

- You will have to read and sign the **User Affidavit** each time you launch a class
- Click "**Proceed**"



Accept Affidavit

User Affidavit

I hereby represent, warrant and confirm, under per I also accept the [Terms of Use](#).

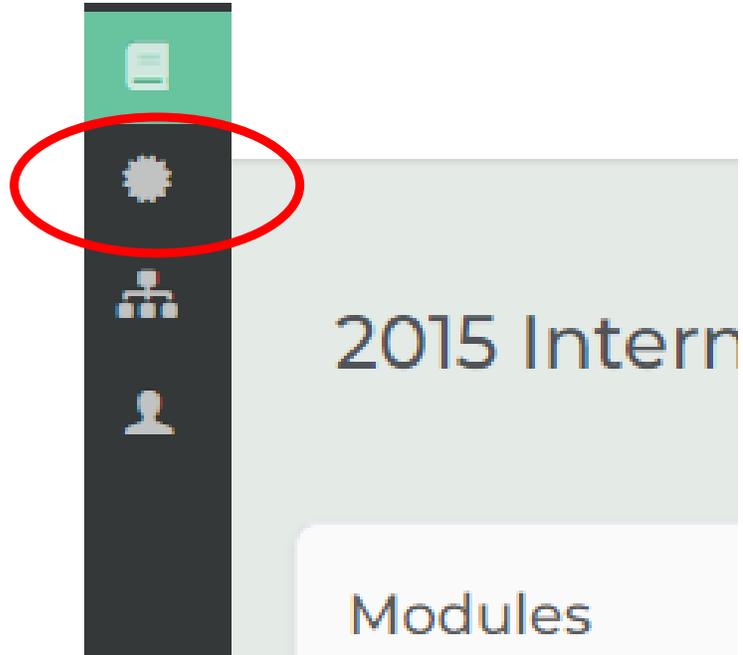
I accept the affidavit

Proceed Cancel

View and Print Certificates

1

- Open any online course
- Click on the **Certificates** icon in the top left hand side of the screen



2

- Click on "View Certificates"

My Licenses

[Add New License](#)

License	Number	Expires	Certificates
MA - Construction Supervisor	123456789	4/23/2023	View Certificates

View and Print Certificates

3

- Click the Certificate icon to view as a PDF or download

View Non License Specific Transcripts

<input type="checkbox"/>	Type	Title	Number	Provider	Applied Credit	Certificate	Credit Completion Date
<input checked="" type="checkbox"/>		International Building Code & More: Family Residences, Existing Structures and Historic Buildings <small>License Requirements: Code Review</small>	CS-9609	RedVector.com, Inc.	1.00		1/23/2023
<input type="checkbox"/>		Movement Joints in Brick Masonry <small>License Requirements: Elective</small>	CS-9600	RedVector.com, Inc.	1.00		1/23/2023
<input type="checkbox"/>		Lead Safety in Construction: Keeping You Safe and Compliant <small>License Requirements: Lead Safety (first renewal cycle)</small>	CS-9522	RedVector.com, Inc.	1.00		1/23/2023
Total Credit:					3.00		

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